REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES BOROUGH OF MILTON’S MARSH ROAD PROJECT

Sealed proposals will be received by the Borough of Milton, of Northumberland County, PA, at 2 Filbert Street, Milton, PA 17847until 10:30 a.m. on July 20, 2020, to be opened at 11:00 a.m. July 20, 2020 at 11: 00 a.m. at 2 Filbert Street, Milton, PA 17847 for the following Contract: All bids must be submitted in a sealed envelope and clearly marked as “RFP FOR ENGINEERING SERVICES” and addressed to Jessie Novinger, Borough Manager, 2 Filbert Street, Milton, PA 17847.

This Request for Qualifications (RFQ) contains the engineering duties and responsibilities required to complete the Marsh Road Project. In addition to these qualifications outlined below, please submit a short resume for each of the firm’s representatives that would be involved with this project in any way. The Borough is also seeking a not to exceed cost for the execution of the duties and responsibilities.

List of Anticipated Design Tasks

Preliminary Engineering:

* Project Management
	+ Schedule
		- Update monthly throughout the project.
	+ Monthly Status Reports
		- Outline “Tasks Completed”, “Tasks Anticipated to be Worked on Next Two Months”, “Submissions Under Review”, and anything else that is relevant like the current cost estimate.
		- Attach updated schedule.
	+ Kickoff Meeting – attend a project kickoff meeting. Take and distribute minutes for the meeting. Environmental subconsultant should attend this meeting.
	+ Project coordination meetings – assume two additional meetings to be held at PennDOT District 3-0 Office or at Milton Borough.
	+ Provide minutes from the meeting to all attendees.
* Field Survey
	+ Includes deed research and plotting deeds.
	+ Includes sending Intent to Enter Letters.
	+ Includes stream cross sections required for Hydraulic Studies for replacement of the existing culvert carrying Marsh Road over Unnamed Tributary to Montandon Marsh.
* Scoping Field View
	+ Attend scoping field view to be held onsite.
	+ Complete Scoping Field View Document in the CE/EA Expert System
* Environmental Footprint Submission
	+ Submit a plan showing the Area of Potential Effect to District 3-0.
* Wetland Identification and Delineation Report
* Phase 1 Environmental Site Assessment (if Phase 1 Report recommends further study, a Phase 2 and 3 ESA may be required – add Phase 2 or 3 via supplement if required).
* Phase 1 Archaeology/Geomorphology (if required by District Cultural Recourse Professional based on review of the Environmental Footprint – suggest adding via supplement if required)
* Wetland Mitigation
* Threatened and Endangered Species Coordination
* Agency Coordination Meeting/Pre-application Meeting
	+ Coordinate with District 3-0 Environmental Unit and Agencies to schedule an Agency Coordination Meeting/Pre-application Meeting. This meeting will be held onsite after environmental resources/impacts have been identified and quantified.
* Public Involvement – plan brief presentation of project and public plans display at a Borough Council Meeting. Also coordinate with property owners along Marsh Road if required.
* Categorical Exclusion Evaluation completed in CE/EA Expert System
* Design Criteria Submission
* Safety Review Submission
* Line, Grade and Typical Section Submission
	+ This will be reviewed/approved by Bureau of Project Delivery at which time they will determine whether a Design Field View is required.
* Pavement Design Submission (submit with Line, Grade and Typical Section)
* Erosion and Sedimentation Control Plan/NPDES Permit
	+ PennDOT does not need to review this, but any SCM’s required for storm water need to be accounted for in the preliminary right-of-way plan.
	+ Includes Post Construction Storm Water Management Plan if one is required.
* Design Field View (if required, see Line, Grade and Typical Section above).
* Hydraulic and Hydrologic Report
	+ As required for sizing the required hydraulic opening for the replacement structure that will carry Marsh Road over the Unnamed Tributary to Montandon Marsh.
* Joint Permit Application
* Preliminary Right-of-Way Plan Submission
	+ Acquisition Services will not be required. District Right-of-Way Unit will handle this aspect. Consultant is only responsible for plan development.
* Preliminary Traffic Control Plan
	+ Includes Detour Recommendation Routing Form if proposed traffic control is a detour.
* Preliminary TS&L – Assumes the existing structure under Marsh road needs to be extended and/or replaced. Preliminary TS&L will be developed to Final TS&L Quality. Approval will be given during Final Design.
* Preliminary Geotechnical Engineering Report
	+ An RSGER is not required.
* Structure Borings – For structure carrying existing Marsh road over Unnamed Tributary to Montandon Marsh.
	+ Combine SEPS report for Structure Borings and Roadway Borings into a single report.
* Roadway Borings – For widened sections of Marsh Road.
	+ Combine SEPS report for Structure Borings and Roadway Borings into a single report.
* Preliminary Structure Foundation Report - For structure carrying existing Marsh road over Unnamed tributary to Montandon Marsh. Preliminary Foundation Report will be developed to Final Foundation Report Quality. Approval will be given during Final Design.
* Preliminary Constructability Review
* Utility Coordination

Final Design

* Utility Coordination
	+ Provide D-419 and required D-4181 forms from all utilities with facilities within the project limits.
* Final Right-of Way Plan
* Final Structure Plan - For structure carrying existing Marsh road over Unnamed tributary to Montandon Marsh.
* Final Traffic Control Plan
* Signing and Pavement Marking Plan
* Final Constructability Review
* Roadway Plan
	+ Includes Summary and Tab sheets developed in PennDOT’s AutoTAB WEB Program.
	+ Includes Profiles and Cross Sections
	+ Submitted for checking at least 10 weeks before Advertisement milestone.
* Plans, Specifications and Estimate Submission
	+ Submitted a minimum of 6 weeks before Advertisement milestone.

Construction

* Construction Engineering – Provide engineering services during construction to include, but not necessarily limited to:
	+ Shop drawing review
	+ Provide consultation during construction to:
		- Address contractor RFIs.
		- Resolve issues that arise during construction.

The Milton Borough Council reserves the right to waive any defects, errors, omissions, mistakes, informalities, to accept any bid or combination of bids that are deemed to be in the best interest of the Borough, and to reject any or all proposals.