

**Advertisement for Statements of Interest
Professional Engineering Services
PennDOT Green Light - Go Grant
Traffic Signal Replacement**

The Borough of Milton is seeking an engineer to perform engineering services associated with an awarded PennDOT Green Light - Go grant for replacement of the existing traffic signal at the intersection of SR 254 (Broadway) and SR 405 (Arch St) .

PROJECT SCOPE

The selected firm will be expected to provide traffic engineering services related to but not limited to, conducting turning movement counts at the intersection and preparing a traffic signal warrant analysis for the intersection. The selected firm will be responsible for preparing Synchro traffic models to develop timings for peak traffic periods, preparing traffic signal construction and permit plans in a format to be submitted to PennDOT District 3-0 for review and approval. Project will meet current Americans with Disabilities Act (ADA) requirements including curb ramps.

Construction Inspection will be provided by the selected firm and/or by the Borough of Milton.

PROJECT DESIGN

The Engineer shall provide required field survey, collect traffic data including current vehicle turning movement counts and pedestrian movements, perform a traffic signal warrant analysis, create the model to be used to develop coordination timings for peak traffic periods, confirm satisfaction of current regulatory standards on signal clearance times, identify optimized traffic signal timing plans for morning, mid-day, and afternoon peak hour conditions, and coordinate/provide the new timings developed for this intersection in conjunction with the installation of video detection equipment. The Engineer shall prepare traffic signal construction and permit plans. Submit the plans to PennDOT District 3-0 for review and approval.

All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. A project design schedule must be included as part of this proposal indicating key milestones and dates of completion.

PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING

The Engineer shall, prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including printing and distributing up to 10 sets of bid documents, publishing the required advertisements and management of any required deposits or payments. In addition, the Engineer will assist the Project Manager throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Notice to Proceed, Final Inspection, and Completion.

CONSTRUCTION SUPERVISION

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable the Borough of Milton to readily understand the project. The Engineer shall serve as the Borough representative at the project site, issuing all instructions to the contractors and preparing any change orders. The Engineer will prepare monthly status reports to keep the Borough apprised of the project status and relay pertinent information to the Borough and contractor. When the project is complete, the Engineer will also conduct, in the company of the Borough, the contractor and staff from the PennDOT District 3-0 Signals Section, a

final inspection of the project to verify the timings are consistent with the updated signal plans. The Engineer will create traffic signal permit plans after the field verification of the timings to be submitted to PennDOT District 3-0.

TERMS OF PAYMENT

The Engineer will be required to enter into a written Professional Services Agreement with the Borough, which will incorporate the information contained in this Statement of Interest. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Payment shall be made to the Engineer monthly. Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts.

General Requirements and Information

Firms must be a registered business partner with PENNDOT through ECMS with their qualification packages submitted prior to the submission of the Statement of Interest (SOI).

Any questions concerning the requirements for this project and any questions concerning the submittal of the Statement of Interest should be directed to Milton Borough Manager, Chief Curt Zettlemyer (570) 742-8757.

One (1) paper copy and one (1) PDF electronic copy of the Statement of Interest must be submitted to:

Jennifer Foust
Borough of Milton
2 Filbert Street
Milton, PA 17847

Statement of Interest must be received no later than 10:00 AM Prevailing Time, April 20, 2026. Faxed or e-mailed only statements of interest cannot be accepted. Statements of Interest shall not exceed four (4) 8.5 inch by 11-inch pages, including the cover letter. An additional page for an organizational chart and up to three (3) resumes not to exceed two (2) pages each are allowed. Conflict of Interest Statements (as outlined below) are to be included in the four (4) pages allotted for cover letter and statement of interest.

Selection will follow Small Projects Selection Procedures as outlined in PennDOT Publication 93. Selection is strictly qualifications based. The Statement of Interest shall not include any reference to project cost, cost savings, etc. Statements of Interest containing such information will be disqualified.

Include full disclosure of any potential conflict of interest by the prime or any subconsultant based on Engineering Involvement Restrictions Guidelines as referenced in Publication 93 (10-21), Section 1.5 - Engineering Involvement Restrictions. If there are no potential conflicts you shall include the following statement: "I have reviewed Publication 93 (10-21), Section 1.5 - Engineering Involvement Restrictions and determined that there are no potential conflicts of interest for anyone on this Agreement team."

Include full disclosure of any potential conflict of interest as specified in 2 CFR 200.112, 23 CFR 1.33 and 23 CFR 172. If there is no such potential conflict of interest, you shall include the following statement: "I have reviewed 2 CFR 200.112, 23 CFR 1.33 and 23 CFR 172 and determined that there is no conflict of interest for anyone on this Agreement team."

Statements of Interest that do not include the above conflict of interest statements will be disqualified.

Statements of Interest will be reviewed and evaluated by the Borough of Milton and may be reviewed by PennDOT. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals. (30%)
- Relevant experience and past performance. (25%)
- Quality of previous work. (25%)
- Adequacy of resources/record of completing projects on time. (20%)

The Borough of Milton will rank firms based on their evaluation of the Statements of Interest. All firms properly submitting a Statement of Interest will be informed of the Borough of Milton's decision in writing.

The Borough of Milton reserves the right to interview the top three (3) firms prior to final selection. The Borough of Milton reserves the right to reject all Statements of Interest submitted, to cancel the solicitations requested under this notice, and/or re-advertise solicitation for these services.