

January 2012

**REQUEST FOR QUALIFICATIONS AND FEE STRUCTURE**  
**FOR TOWNSHIP ENGINEER**

Upper Dublin Township, 801 Loch Alsh Avenue, Fort Washington, PA, requests proposals for the position of Township Engineer and associated consulting engineering services. The scope of services requested falls into the following general categories:

- Subdivision and land development review and inspection, general civil engineering, stormwater management and regulatory compliance, environmental management and compliance, surveying and mapping, condition and inventory assessment of streets and other public works, and duties as specified for the Township Engineer within the First Class Township Code, the Upper Dublin Township Code, and other applicable laws and regulations.

The scope of services does not include the following:

- Traffic and signalization matters.
- Structural engineering assessments
- Act 537 Sewage Planning Obligations to DEP and others

The Township currently utilizes the services of separate consulting firms for the following services:

1. Township Engineer - Metz Engineers, Inc.
2. Traffic Engineering and Signalization - Orth Rogers, Inc.
3. Bridge Inspection and Reporting Penndot and Federal obligations- Cowan Associates

4. Stream and Storm Sewer System Mapping - CKS Engineers
5. Flood Retardant Structure Planning and Design - URS Corporation

Additional background and details regarding the scope of services are provided in Exhibit "A". Proposals will be evaluated with respect to the following:

- Definition of services to be provided by the Township Engineer.
- Experience and qualifications of Township Engineer personnel to be assigned to deliver the required services, including duties and levels of responsibility.
- Identification and qualifications of the lead person to be designated as the Township Engineer, and regular points of contact with the Township Engineer firm.
- References and brief summaries of similar municipal engineering services provided within the preceding two years.
- Current workload and staff capability of meeting the requirements identified by this Request for Qualifications.
- Hourly fee schedule for services. Out of pocket expenses for regular and recurring costs such as travel, typing, prints, postage, file maintenance etc. shall be included in hourly rates.
- A list of current clients with projects in the Township. The Township Engineer is not permitted to represent any private entities in the Township unless such work is underway at the time of engagement with the Township.
- A list of significant projects or contracts, including those within the Township, on which the firm is currently engaged, shall be submitted with the proposal.
- Provide a copy of filings under Act 171 PL 893 171 of October 4, 1978 documenting political contributions by the firm and its principals for the last two (2) years.

The proposal with engineering qualifications and fee structure shall be submitted in two parts, as follows:

Envelope "A" will contain an original and eight copies of the engineering qualifications. Envelope "B" will contain an original and eight copies of the fee structure. The envelopes will be sealed and clearly marked "A" and "B" on the outside of the respective envelopes and placed together in an outer cover envelope addressed and delivered to:

**Paul A. Leonard, Township Manger  
Upper Dublin Township**

**801 Loch Alsh Avenue  
Fort Washington, PA 19034**

The qualifications and rate structure are due no later than **5:00 pm** on **January 20, 2012**. A pre-proposal meeting will be held in the Township building at 801 Loch Alsh Avenue, Fort Washington, PA 19034; on **January 5, 2012 at 2:00 pm**. Prospective firms shall not contact Township staff members or consultants to discuss the proposal or to tour the Township facilities. Questions shall be directed to the Township Manager. The deadline for submitting questions is January 12, 2012 after which time no additional questions will be accepted. All questions regarding the proposal must be submitted in writing. Questions raised by the prospective firms and responses given by the Township will be distributed to all prospective firms.

Following receipt and review of the proposals, several firms will be contacted for interviews with a selection panel and/or the Board of Commissioners at the Township's discretion.

The Township reserves the right to reject all proposals submitted, to cancel the solicitation requested under this notice and/or to request new proposals for these services. Upper Dublin Township is not liable for any cost incurred by consultants in the preparation of the proposal.

While there is no page limit, firms are advised to keep the material succinct and avoid the provision of extensive "boilerplate" or corporate marketing materials that are not clearly relevant to the requested services.

Sincerely,

Paul A. Leonard  
Township Manager

## EXHIBIT "A"

### UPPER DUBLIN TOWNSHIP TOWNSHIP ENGINEER SCOPE OF SERVICES

#### BACKGROUND

Upper Dublin Township is a First Class Township with a 2010 Census population of 25,569 and a land area of 13 square miles. The Township is located in Montgomery County and is bordered by Horsham Township, Lower Gwynedd Township, Whitpain Township, Whitemarsh Township, Springfield Township, Upper Moreland Township, Abington Township, and Ambler Borough. Existing land uses in the Township are as follows:

<u>Category</u>	<u>Percentage</u>
Residential	55.2%
Commercial	8.0%
Industrial	1.7%
Utilities	0.9%
Recreational/Open Space	6.0%
Institutional	16.3%
Not Classified	6.9%
TOTAL Developed Land	95.0%
Undeveloped Land	5.0%

The Township does not own and the Township does not operate sanitary sewer and public water supply systems, nor does the Township have a municipal authority for these services. Sanitary sewer and water services are delivered to the Township by municipal authorities established by other jurisdictions or by public utilities.

Township typically has approximately 20 to 30 subdivision and land development applications in various stages of review and construction at any given time.

#### SCOPE OF SERVICES

The Township Engineer will be required to:

A. Provide engineering services as requested, including but not limited to:

1. Review and act on a variety of land use applications under the Township's Zoning and Subdivision and Land Development

Ordinances, the Pennsylvania Municipalities Planning Code (MPC), and other applicable laws and regulations.

2. Site planning, land use and environmental planning.
  3. Facility, infrastructure and project design.
  4. Stormwater management and system permitting and compliance.
  5. Development of as-built plans, maps, feasibility and comparative cost reviews.
  6. Review and evaluate permit requirements.
  7. Prepare and submit applications, correspondence, and the like to the PA Department of Transportation, PA Department of Environmental Protection, and any other applicable regulatory agencies.
  8. Apply for and administer grants related to Township projects.
  9. Plan, design, and oversee roadway reconstruction.
  10. Surveying and site engineering.
  11. Recreation facility planning.
- B. Attend regular, special and emergency meetings of the Upper Dublin Township Board of Commissioners. Preparation of a public monthly report on all project status and costs.
- C. With regard to subdivision and land development applications and general civil engineering issues, the Township Engineer is expected to attend approximately four meetings per month (one Board of Commissioners meeting, one Upper Dublin Township Planning Commission meeting, and two staff meeting).
- d. Attend all other meetings and bid related conferences that Upper Dublin Township deems necessary.
- D. Prepare and/or review reports, permits, applications and bid documents as requested by Upper Dublin Township Board of Commissioners.
- E. Review correspondence referred by Upper Dublin Township and prepares correspondence on behalf of the Upper Dublin Township.

F. Work with Township personnel, consultants, contractors, and other professionals, non-governmental organizations, and governmental agencies.

G. Conduct inspections of subdivision/land development and Township construction projects, and provide construction management and administration services as needed. The Township intends to have qualified personnel perform the necessary site construction observation/inspection services and will require the successful consultant to provide appropriately trained and certified personnel to meet the type, scope, nature and complexity of inspection services required. Building construction and inspection services under the Uniform Construction Code are not expected to be part of the Township Engineer's responsibilities.

All firms submitting proposals for these services are requested to provide documentation detailing both the qualifications of the firm and those individuals directly involved in construction observation/inspection relative to the following:

- Firm - PennDOT qualified engineering consultant or Construction Inspection/Management firm.
- Individual Qualifications such as:
  - NICET Highway Construction Certifications
  - NECEPT Bituminous Pavement Field Technician Certifications
  - ACI Concrete Field Testing Technician Certifications
  - PennDOT Concrete Field Technician Certifications.

For projects involving PennDOT and/or FHWA funding, the Township reserves the right to require advanced certifications to provide the required Construction Management and Construction Inspection, administration and documentation as detailed below:

- CDS NeXtGen Certification
- Inspector-in-Charge shall meet all the PennDOT minimum requirements to be classified as a TCIS or higher.

H. Provide a range of other specialized engineering services which may be needed by the Township.

## **INSURANCE**

The successful consultant shall be required to maintain insurance coverages, as evidenced by submission of a Certificate of Insurance, in the following amounts:

1. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable federal laws;

2. Employer's Liability – \$1,000,000 Bodily Injury each accident  
     \$1,000,000 Bodily Injury by disease – policy limit  
     \$1,000,000 Bodily Injury by disease – each employee

3. Commercial General Liability – Occurrence Form including Independent Contractors, Products, Completed Operations, Explosion, Collapse, Underground Hazards, Broad Form Contractual Liability, Personal Injury, Broad Form Property Damage including Completed Operations:

General Aggregate	\$2,000,000
Products & completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Property Damage	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Expenses (Any one person)	\$ 5,000

4. Comprehensive Automobile Liability covering all owned, hired and non owned vehicles:

Bodily Injury & Property Damage Combined Single Limit: \$1,000,000 each

5. Umbrella Liability

\$2,000,000 each occurrence  
 \$2,000,000 aggregate

6. Professional Liability

\$1,000,000 per claim  
 \$1,000,000 aggregate

The Consultant shall maintain the above coverage throughout the engagement. For all but Professional Liability insurance, the above policies should name Upper Dublin Township as an Additional Insured for this contract on a primary and non-contributory basis. Waiver of Subrogation in favor of Upper Dublin Township to be included.

Certificates of Insurance evidencing the above coverage in insurance companies satisfactory to Upper Dublin Township must be provided to Upper Dublin Township prior to the commencement of any work. Such certificates must provide at least thirty (30) days written notice to Upper Dublin Township in the event of reduction or cancellation of any coverage.

END