

Request for Proposals for
Professional Engineering Services
Berrysburg Borough
January 9, 2016

The Borough of Berrysburg in Dauphin County, Pennsylvania; is accepting proposals from engineering consulting firms to provide the Professional Engineering Services of a Municipal Engineer. The Municipal Engineer will be responsible for controlling and directing all engineering matters prescribed by the Berrysburg Borough Council. The engineer will also perform any work prescribed by council relating to ordinance development, the construction, reconstruction, maintenance and repair of streets, pavements, culverts, and the borough stormwater drainage system. The engineer will also prepare plans, specifications, and estimates, for any engineering work prescribed by the borough.

Outline of Probable Services to Be Provided:

The engineering firm selected will need to provide for both the borough's current engineering needs, as well as for any of its future needs, including or which may include, but not limiting to:

1. Assistance with Borough Stormwater Management Ordinance Reviews and Amendments.
2. The Review of Stormwater Management Site Plans and the Conducting of any required Inspections to ensure Compliance of the Approved Site Plans.
3. The Review of Borough Building Permit Applications and the Conducting of any required Building or Construction Inspections when necessary.
4. The Review of all Outside Fuel Burning Appliance (OFBA) Applications or Permit Renewals, and the Conducting of any required OFBA Inspections.
5. Assistance with the Development of a Borough Comprehensive Plan.
6. Assistance with the Development of Ordinances relating to Sub Division and Land Development, Land Use, and possibly Zoning.
7. Assistance in Implementing the Borough Street and Stormwater Drainage System Maintenance and Improvement Program.
8. Assistance with Sidewalk and Curb Improvements for American Disability Act accessibility compliance, and other related Infrastructure Improvement Projects.
9. Assistance in Grant Obtainments and or any other available Financial Funding Source Obtainments, for Infrastructure related Improvement Projects.

Proposal Content

Engineering Services Proposals must contain:

1. Acknowledgement of the scope of services outlined herein.
2. Resume abstracts for the engineering firm's primary engineers and relevant key personnel.
3. Description of work experiences, capabilities, and expertise which qualify the firm to successfully provide the services summarized and outlined herein.
4. Municipal Clientele References: including a name and phone number for municipal contact persons.
5. Schedule of Engineering Service Fees including Retainer Fee if required.

Selection Criteria

Proposals will be evaluated and the borough will select an engineering services firm based on the following criteria listed below:

1. The qualifications and experiences of the firm and its primary and key personnel, in providing similar municipal engineering services to other municipalities.
2. The firm's capacity or availability of technical staff to accomplish work in required time frames.
3. The proposed costs to provide the engineering services outlined herein.

Submission Procedures and Deadline

Two copies of the proposal, sealed and marked "Engineering Services Proposal", must be submitted to:

Berrysburg Borough
135 N. Chestnut Street
P.O. Box 213
Berrysburg, PA 17005

To be eligible for consideration, Proposals must be received by the Borough Secretary no later than 7:00 PM, E.S.T., Monday February 8th, 2016.

Selection of Engineering Services Date

It is anticipated that the selection of an engineering firm will occur on February 8th, 2016 after 7:00 PM, during the regularly scheduled borough council meeting. However, the borough council fully reserves the right to extend the review and consideration period for the received proposals and borough council fully reserves the right to postpone the final selection date to March 14th, 2016 after 7:00 PM, during the regularly scheduled borough council meeting.

All engineering firms submitting proposals will be officially notified by mail of the final selection result, within ten (10) business days from the final selection date.

Right to Reject Proposals

Any proposal submitted which does not comply with the above requirements, will not be considered. By submitting a proposal, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the Commonwealth of Pennsylvania. The Berrysburg Borough Council reserves the right to reject any or all proposals submitted, to cancel the solicitations which are requested under this notice, and or to re-request solicitations for these herein same said services.

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