

REQUEST FOR PROPOSALS (RFP's)
FOR
**ENGINEERING AND ARCHITECTURAL PLANNING, DESIGN,
LAYOUT AND PROJECT MANAGEMENT SERVICES FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED ACTIVITIES
FOR HUNTINGDON COUNTY, PA**
**HUNTINGDON COUNTY COMMISSIONERS
HUNTINGDON, PA**

Projects related to Community Development Block Grants

November 10, 2022

Prepared by:

The Huntingdon County Planning and Development Department



**Huntingdon County Commissioners
REQUEST FOR PROPOSALS**

The Huntingdon County Planning and Development Department on behalf of Huntingdon County requests proposals for engineering and architectural planning, design, layout and project management services, for Community Development Block Grant funded activities for Huntingdon County. The activities may include review, inspection, and related activities to sidewalks, roads, building, water and sewer infrastructure and related community development strategies contained in the County's 3 year Community Development Plan. A copy of the plan may be obtained by request from the Huntingdon County Planning and Development Department via the contact information listed below. The activities will be for a three (3) year period commencing upon execution of an administrative services agreement between Huntingdon County and the selected firm.

Huntingdon County may utilize both local and Community Development Block Grant funds from Huntingdon County's multi-year entitlement funds.

Proposals must be received no later than 4:00 p.m. Tuesday, November 29, 2022 at the following address:

Huntingdon County Planning and Development Department
205 Penn Street
Huntingdon, PA 16652 or via e-mail
planning@huntingdoncounty.net

A copy of the "Request for Proposal" may be obtained from the above address, via e-mail, or by calling (814) 643-5091.

No person will be excluded from participation or otherwise discriminated against on the basis of race, ancestry, color, national origin, religion, sex(including gender identity and sexual orientation), handicap, age or use of guide or support animals.

The County has the right to refuse or reject any and all proposals.



REQUEST FOR PROPOSALS

Huntingdon County Request for engineering and architectural planning, design, layout and project management services for Community Development Block Grant funded activities for Huntingdon County

SECTION ONE: Brief Project Description and Background

Huntingdon County is requesting proposals for engineering and architectural planning, design, layout and project management services for Community Development Block Grant (CDBG) funded activities for Huntingdon County. The improvements may be funded with both local and Community Development Block Grant funding provided by Huntingdon County and the Pennsylvania Department of Community and Economic Development (PA-DCED).

Current and future activities may include both passive and active parks, various hiking trails within the County, street and road improvements, water and sewer assessments and upgrades, an updated Section 504 plan for County facilities, ADA accommodations and other applicable projects funded by the Community Development Block Grant.

The services requested consist of the following:

Preliminary and final design, preparation of plans, specifications, bidding document assistance, contract administration/project management and oversight, and inspections for various projects as needed.

SERVICES REQUIRED

The professional service agreement will be for a three (3) year period upon execution of the agreement.

The activities are individual and services are on an as needed request. Services may include:

- *review and inspection of ADA related street improvements and building facilities.

- *review, concept design, and preparation of plans and specifications for park improvements.

- *review, concept design, and preparation of plans and specifications for street and road improvements.

- *review, concept design and preparation of plans and specifications for water and sewer infrastructure improvements

- *other engineering or design services for additional projects that may be identified by Huntingdon County on an as-needed basis.

Please see Attachment A for a more detailed Scope of Work.

SECTION TWO: Information and Data Required in each proposal

All proposals shall provide the following information:

A. Statement of the Problem

State in succinct terms your understanding of the problem presented in this RFP.

B. Management Summary

Include a description of the proposed effort and a list of the items to be delivered or services to be provided.

C. Detailed Scope of Services or Work Plan

Describe in narrative form your technical plan for accomplishing the work that may be associated with these projects. Use the task descriptions in the attached scope of work as a point of departure.

D. Experience

Demonstrate the ability of the firm and key personnel to carry out these potential projects as evidenced by relevant experience in similar projects involving use of Community Development Block Grant funds, requirements of the Pennsylvania Department of Labor and Industry and compliance with standards of the Americans with Disability Act.

Also demonstrate prior experience with parking recommendations, economic development, and related planning activities. Previous studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer who may be contacted as a reference.

Demonstrate capability of providing stability, continuity, and responsiveness to client requirements.

E. Small, Minority, Women and Labor Surplus Area Business Enterprises

Set forth the basis for qualifying and the degree of participation by the Offeror in the work under this proposal by the following categories if such category(ies) is applicable to the Offeror:

1. Small business enterprise
2. Minority owned business enterprise

3. Women owned business enterprise
4. Labor Surplus Area business enterprise
5. Section Three business enterprise

F. Compensation

The Offeror shall propose fees for provisions of proposed and requested services. In order to support the reasonableness of your quotation, please include the following:

1. Hourly labor cost, including overhead, for key personnel.
2. Include a per mile travel fee for tasks requiring travel.
3. Estimated cost of supplies and materials, if any.
4. Other direct costs.

Huntingdon County retains the right to further negotiate the manner and method of payment with the Offeror.

SECTION THREE: PROPOSAL SUBMISSION

Proposals must be received either through the mail or electronically no later than **4:00 p.m. Tuesday, November 29, 2022** at the following address: Huntingdon County Planning and Development Department, 2nd Floor 205 Penn Street, Huntingdon, PA 16652 or via e-mail at planning@huntingdoncounty.net

SECTION FOUR: PROPOSAL OPENING AND AWARD

Proposals will be opened and reviewed by a Committee consisting of the Huntingdon County Planning Director and staff. The award will be made (usually within 30 days after approval) to the Offeror whose proposal conforms the specifications, and who will be most advantageous to Huntingdon County.

Recommendations from the Committee will be presented to the Huntingdon County Commissioners during their meeting at 9:30AM Tuesday, December 13, 2022.

SECTION FIVE: EVALUATION OF PROPOSALS

The Committee shall review, evaluate and score the proposals based on the following objective criteria. A total of 130 points is included as part of this evaluation. The following areas of consideration will be used in making the

selection and points indicated next to each criteria represent the maximum allowable points:

A. Understanding of the Problem (25 points): This refers to the Offeror's understanding of the needs that generated the RFP, the objectives in undertaking this study, and the nature and scope of work involved, as demonstrated through the responsiveness of the Offeror's proposal to the scope of work in this Request for Proposals.

B. Contractor Qualifications (25 points): This refers to the ability of the Offeror to meet the terms of the RFP, especially the quality, relevancy, and recent work of studies and projects completed by the Offeror. This also includes the Offeror's financial ability to undertake a project of this size and previous experience in working with organizations and other agencies located in Huntingdon County.

C. Professional Personnel (20 points): This refers to the competence of professional personnel who would be assigned to the job. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP. Particular emphasis is placed on the qualifications of the Project Manager.

D. Soundness of Approach (25 points): Demonstrated ability for collecting and analyzing data, sequence and relationships of major steps, and methods for completing services described herein. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet agency objectives.

E. Cost (35 points): While this area will be weighed heavily, it will not normally be the only deciding factor in the evaluation process. Please provide hourly rate(s).

Notes:

Notice of award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to Huntingdon County, taking into consideration the evaluation factors set forth in this RFP.

The Offeror may be requested to provide additional written information concerning the proposal and may be requested to make an oral presentation.

The County retains the right to accept or reject any and all proposals, or parts of proposals, to waive any informalities, and is not obligated to award the project to the lowest bidder.

All qualified firms will receive consideration without regard to race, ancestry, color, national origin, religion, sex(including gender identity and sexual orientation), handicap, age or use of guide or support animals.

SECTION SIX: INQUIRIES

Inquiries concerning this Request for Proposal may be submitted to: James P. Lettiere, AICP, Planning Director, Huntingdon County Planning and Development Department 205 Penn Street, Huntingdon, PA, phone (814) 643-5091 or via e-mail at [jlettieri@huntingdoncounty.net/](mailto:jlettieri@huntingdoncounty.net)

ATTACHMENT A

The successful bidder may be retained for long term projects that may require the following services.

Services Required

Planning Phase:

- * Review the current and proposed CDBG projects
- * As needed - conduct a survey

Design Phase: The successful firm or team will:

- * Design concept drawings for the facilities with recommended sites.
- * Present a projected project budget
- * Provide alternate recommendations

Construction Phase: The successful firm may be retained to oversee the construction phase and provide the following services to the County if funding for the recommended projects is secured:

- * provide working drawings and project budget
- * provide bid documents as needed or required
- * provide general construction oversight
- * conduct pre-bid, pre-construction and job conferences
- * submit and/or review requests for payments and change orders
- * assure compliance with Labor and Industry, the Secretary of the Interior Standards and other regulations
- * Preparation of written reports including but not limited to preparation of agendas, sign in sheets and meeting minutes

Optional Activity

* As needed - Provide timely support for RFP, RFQ and bid documents (ie. Forms, detailed description of scope of work, project estimates)

* As needed - Provide support in obtaining documents and details pertaining to various reports, applications regarding specific projects as required for DCED