

REQUEST FOR PROPOSALS (RFP)
TOWNSHIP TRAFFIC/TRANSPORTATION ENGINEER
TOWNSHIP OF WEST HEMPFIELD

1. PURPOSE AND INTENT

Through this Request for Proposals (RFP), the Township of West Hempfield (hereinafter the “Township”) seeks to engage a respondent to serve as the Township Traffic/Transportation Engineering Consultant for the Township commencing immediately upon selection.

2. PROPOSAL SUBMISSION

The respondent must submit an original hardcopy proposal, clearly marked as the “ORIGINAL”, and three (3) full, complete and exact copies, in a sealed envelope marked as “Township Traffic/Transportation Engineering Consultant-DO NOT OPEN” and an electronic copy of the proposal all addressed to:

Andrew Stern, AICP, Township Manager
West Hempfield Township
3476 Marietta Avenue
Lancaster, PA 17601

The proposals must be received no later than June 5, 2023, at 12:00 pm. (noon).

Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., §67.101, eq. seq., as amended, and other applicable laws, a record in the position of the Municipality is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception. All documents/information submitted in response to the solicitation shall be available to the general public.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. West Hempfield Township also reserves the right to negotiate with all qualified, or to cancel in part or in its entirety the RFP when West Hempfield Township determines that such action is in its best interest.

The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

3. GENERAL INFORMATION ON THE TOWNSHIP OF WEST HEMPFIELD

The Township of West Hempfield is located in Lancaster County, Pennsylvania and operates under the Second Class Township form of government, with a five (5) member Board of Supervisors and an appointed Manager. The Township is approximately 21 square miles, has a 2020 Census population of 17,020, and an annual General Fund budget of approximately \$7 million. The Board of Supervisors meets the first Tuesday of each month as well as special meetings on an as needed basis.

4. MINIMUM QUALIFICATIONS AND SCOPE OF SERVICES

The Township requires the services of a firm or individual (“respondent”) that is able to provide engineering and planning consultant services on a variety of matters. See Exhibit A for details on needed services.

5. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to perform all services described in Exhibit A, the respondent must also include and address the following:

- a. Contact Information: Provide the name and address of the respondent; the name, telephone number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional engineer assigned to the Township.
- b. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
- c. A staffing plan listing those persons who will be assigned to this engagement if the respondent is selected, including the designation of the person who would be the respondent’s primary contact responsible for managing all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual(s) who will be assigned. The information should include, at a minimum, a description of the relevant professional experience, years and type of experience, and number of years with the respondent, for the respondent’s primary contact. Also provide evidence of all applicable licenses and certifications to perform traffic/transportation engineering and planning in Pennsylvania.
- d. A description of the respondent’s experience, not more than two (2) pages, in performing services of the type described in the RFP. The respondent shall have at least six (6) years of experience as a Traffic/Transportation Engineering Consultant for a municipality in Pennsylvania. Provide specific examples of work within the scope of services require under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized municipalities in Pennsylvania, and preferably within the same region of Pennsylvania. Also, provide a detailed description of experience working with PennDOT related to traffic engineering, transportation engineering, planning and construction services.
- e. The location of the respondent’s office, if other than the respondent’s main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania, and specifically in the same region of Pennsylvania as West Hempfield Township, as well as the familiarity of your firm with the Lancaster County area.
- f. References of three (3) similar-sized municipal clients for whom services have been provided. Provide the contact names, titles and phone numbers.
- g. Identify if the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action. A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.

- h. A statement indicating if any known or foreseen conflicts of interest will occur; or a statement defining what conflicts currently exist or might exist in the future. The Township may give preference to a Township Traffic/Transportation Engineering Consultant which does not have any current or potential future conflicts of interest as a result of representing public or private entities (municipalities, developers, etc.) within West Hempfield Township or any adjoining municipalities.

6. INTERVIEW

The Township Manager and/or the Board of Supervisors reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to the submission of the proposal.

7. SELECTION PROCESS

All proposals will be reviewed by the Township Manager or designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the “Minimum Qualifications” and “Mandatory Contents of Proposal” the Township’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The respondent’s general approach to providing the services required under this RFP.
- b. The respondent’s experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c. The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed, the location of the principal office that will serve the Township.
- e. Other criteria as deemed appropriate by the Township.

8. SELECTION AND CONTRACT

The Township will select the respondent that is determined to be the most qualified to provide the services required under this RFP. The winning respondent shall enter into a professional services contract with the Township, the terms of which shall be to the satisfaction of the Township Solicitor. The resulting contract will include the RFP, and all clarifications and addenda thereto, the selected respondent’s proposal, and any changes negotiated by the parties.

Upon selection, the Traffic/Transportation Engineering Consultant shall provide a billing rate proposal, including a billing rate schedule detailing personnel classification, rates per hour, direct expenses, such as auto travel, copies etc. and any other costs that may be applicable.

9. RESPONDENT’S AFFIDAVIT

Each respondent shall duly execute and deliver to the Township, at the time of the submission of its proposal, The Respondent’s Affidavit on the form attached hereto.

10. AFFIDAVIT OF NON-COLLUSION

Each respondent shall be required to complete, sign and deliver at the time of the submission of its bid, an Affidavit of Non-Collusion in the form included herewith and made a part of this proposal.

11. AFFIRMATIVE ACTION AFFIDAVIT

Each respondent shall complete, sign and deliver at the time of the submission of his or her bid an Affirmative Action Affidavit on the form included herein and made a part of this request for bids.

12. WORKERS’ COMPENSATION INSURANCE

Each respondent shall submit with its bid a Certificate of Insurance issued by an insurance company satisfactory to the Township evidencing the existence of the mandatory minimum coverages required by this section.

The successful respondent shall, during the term of the contract, maintain Workers’ Compensation Insurance in order to fully protect both its employees and the Township, as may be required by any and all state and federal laws, and provide the Township with an appropriate certificate evidencing the existence of said insurance policy; provided, however, that employer liability coverage shall not be less than \$1,000,000 for each occurrence.

13. LIABILITY INSURANCE

The successful respondent shall maintain, during the term of the contract, at its own expense, the following minimum liability insurance coverage:

1. General Public Liability Insurance (non-automotive) for personal injury and property damage in the amount of \$1,000,000.00 for each occurrence and \$3,000,000.00 in the aggregate;
2. Automotive Liability Insurance for personal injury and property damage in the amount of \$1,000,000.00 for each occurrence and \$3,000,000.00 in the aggregate; and
3. Umbrella Excess Liability coverage policy in the amount of \$5,000,000.00.

The aforesaid policies of insurance and others that may be necessary to comply herewith shall be maintained in the amounts set forth above and shall, inter-alia, name the Township as an additional insured and be designed to protect the Township from all claims for damages of any kind or any nature whatsoever including, but not limited to, wrongful death, which may arise from the obligation of the successful respondent in the performance of its contract, whether such obligation be controlled by the successful respondent itself, or by someone, either directly or indirectly, employed by it, for the purpose of accomplishing some obligation incumbent

upon the successful respondent by the terms of the contract, and shall provide at the insurer's expense all necessary legal aid, counsel and representation.

All insurance policies maintained hereunder shall be issued by an insurance carrier licensed and authorized to conduct business in the Commonwealth of Pennsylvania and shall be obtained and properly endorsed in favor of the Township before execution of the contract hereunder. Said policies shall remain in full force and effect until the expiration of the term of the contract or the completion of all duties to be performed hereunder by the successful respondent, whichever shall occur later. The successful respondent shall deposit with the Township Manager the original policies of insurance herein referred to or true copies thereof prior to commencing work under the contract.

Each and Every policy of insurance herein maintained and required pursuant to the terms of the contract shall carry with it an endorsement to the effect that the insurance carrier will convey to the Township, by certified mail/return receipt requested, written notice of any modifications, alterations or cancellations of any such policy or policies or the terms thereof; and said written notice shall be received by the Township at least ten (10) days prior to the effective date of any such modifications, alterations or cancellations. If such modifications, alterations or cancellations shall cause the insurance coverage required hereunder to fail to meet the minimum requirements set forth herein, the successful respondent shall be deemed to be in default and the Township may terminate the contract as of the effective date of such change in insurance coverage, and the surety on the performance bond may be held responsible by and to the Township for resulting losses. In the alternative, where the respondent allows the required insurance to be cancelled, terminated or expired, the Township may purchase replacement insurance containing the same coverages as required herein and charge the cost of such replacement insurance to the respondent and/or deduct the costs of the same from the fees and costs owed by the Township to the successful respondent.

It shall be the responsibility of the successful respondent in obtaining the aforesaid insurance coverage to obtain policies which shall protect the Township from any and all claims whatsoever of any nature, regardless of the derivation of said claim, and regardless of whether the same are directed toward the recovery of damages for personal injury, property damage or any other claims of damage which may be incident to the same.

This insurance coverage shall waive the governmental immunity, if any, of the Township and shall extend to and include all direct or indirect agents and employees of the successful respondent, and shall include policies of liability insurance on all vehicles and equipment utilized or in any way connected with the service to be rendered by the successful respondent pursuant to the terms of the contract.

Exhibit A

Township of West Hempfield, PA Minimum Requirements and Scope of Services Township Traffic/Transportation Engineering Consultant

The Township of West Hempfield is soliciting proposals and qualifications from firms interested in providing traffic/transportation engineering, planning and construction services. The Township Traffic/Transportation Engineering Consultant will work closely with the Township Manager, other Township staff and Boards, the Police Department, and the Township Engineer (in-house or consultant), as well as, coordinate with the Public Works Department when needed. This work is to be performed on an on-Call, flexible service basis. The firm must have all applicable licenses and certifications to perform traffic/transportation engineering, planning and construction services in Pennsylvania, have at least six (6) years of experience in a similarly-sized municipality, and have experience, including but not limited to:

A. Traffic Services

The selected Traffic/Transportation Engineering Consultant shall be capable to provide the Township with the following specialized services:

- Traffic Operations Analysis, including traffic signal system analysis and optimization, pavement markings, signing, and maintenance of traffic plans.
- Transportation Planning, including feasibility studies, highway and intersection alternatives analysis, traffic circulation studies, traffic calming studies, comprehensive planning, capital improvement planning, and transportation master plan development.
- Traffic Impact Fee Studies in accordance with Act 209, including completion of the Roadway Sufficiency Analysis, identification of capital improvements, and developing an impact fee. The engineer shall also evaluate existing studies for updates, implementation, and application to land developments.
- Multimodal Studies/Plans, including municipal-wide studies, including bike plans, pedestrian plans, public transportation plans, and feasibility studies.
- Parking Studies, including parking demand/needs studies, duration studies, shared parking analyses, and garage feasibility studies.
- Land Development and Construction Plan Reviews completed on behalf of the municipality for land development projects.

B. Transportation Engineering Design Services

The selected Traffic/Transportation Engineering Consultant shall be capable to provide the Township with engineering design services including, but not limited to, roadway design, bridge design, traffic signal design, Intelligent Transportation Services (ITS) design and multimodal shared-use path/sidewalk/ADA curb ramp design. The Traffic/Transportation Engineering Consultant must be familiar with PennDOT and FHWA criteria\guidelines for design. The Consultant must be knowledgeable and capable of providing engineering design services for the following, at a minimum:

- Municipal Road/Bridge Projects
- PennDOT and County Highway Occupancy Design Process on state and county routes
- PennDOT ECMS and ePS requirements for local governments
- PennDOT Traffic Signal Permit Process
- PennDOT Structural Adequacy Review process for locally owned structures
- PennDOT Project Delivery Process for Local Projects (Pub 740) for federally-funded and as identified state funded projects.

C. Construction Inspection, Observation, Management and Contract Administration

The selected Traffic/Transportation Engineering Consultant shall be capable of providing construction inspection, observation and management services as directed by the Township related to roadway, bridge, shared-use path\sidewalk, ADA curb ramps, and traffic signal projects constructed by land developments, township, and other government agencies. The Consultant shall provide the following tasks, including, but not limited to:

- Provide certified construction inspectors to assess, document and monitor the daily operations ensuring that the work is being completed in accordance with the project plans and specifications.
- Review, approve, and process payment applications. This includes documentation and measurement of pay items and quantities.
- Perform all project documentation in accordance with the project requirements.
- Perform construction contract management\administration. This includes direct coordination with the project contractor, as well as, familiarity with the local letting process and project documentation in PennDOT ECMS and PPCC Programs for federally funded projects.

D. Funding Strategies and Grant Assistance

The selected Traffic/Transportation Engineering Consultant shall, as requested, assist in the preparation and completion of grant applications for projects selected by the Township, including traffic analysis, preparation of concept plans, preparation of cost estimates, coordination with grant review agencies\permit review agencies, and meetings as directed by the Township.

The Consultant shall be capable of assisting the Township in the administration of awarded grants and preparation of materials for reimbursement to the Township, and through this selection process, not be precluded from completing the necessary engineering, design, and inspection work associated with the projects receiving grant funding.

E. Surveying, Easements and Related Services

The selected Traffic/Transportation Engineering Consultant shall have the capability of performing or obtaining necessary boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

F. Environmental Services & Regulatory Agency Interactions

The selected Traffic/Transportation Engineering Consultant shall be well versed in regulatory compliance and permitting, and be familiar with approval procedures of regulatory agencies, including but not limited to, the following: Pennsylvania Department of Transportation, PA Department of Conservation and Natural Resources, Pennsylvania Department of Environmental Protection, Pennsylvania Emergency Management Agency, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, and the U.S. Environmental Protection Agency.

G. Meeting Attendance and Participation

The selected Traffic/Transportation Engineering Consultant may be expected to attend a variety of municipal meetings, including, but not limited to, board meetings, planning and zoning meetings, meetings with affected property owners, as well as meetings with municipal staff, Township Solicitor, Township Consultants and developers and their consultants and other meetings as directed by the Township. This includes meetings with other government agencies required to complete services for the Township.

H. Work Product

The selected Traffic/Transportation Engineering Consultant will be expected to provide the municipality with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the municipality in printed form, as well as in electronic form to include portable document format and the root file(s).

I. Assignment of Professional Engineer

The selected respondent shall assign to the municipality a minimum of one (1) key staff person who is a Professional Engineer licensed to practice in Pennsylvania, who will serve as the Principal in Charge and/or the key contact for the respondent to the Township

J. Responsiveness

The selected Traffic/Transportation Engineering Consultant must commit to provide services to the municipality in a timely manner, without unreasonable delays.

K. Proximity

The selected Traffic/Transportation Engineering Consultant must be located within reasonable proximity to the municipality to ensure responsive meeting attendance, as requested, as well as, meeting coordination and the conveyance of documents when sent via courier.

**Respondent's
Affidavit**

**(This Affidavit is Part of the
Proposal)**

COMMONWEALTH OF PENNSYLVANIA :

:

SS

COUNTY OF :

_____, being first duly sworn, deposes and says that he/she resides
_____ at that he/she is
the
_____(title) of _____, who
signed the above proposal or bid, that he/she was duly authorized to sign and that the bid is the true offer
of the bidder, that the seal attached is the seal of the bidder, and that all declarations and statements
contained in the bid are true to the best of his/her knowledge and belief.

Affiant

[Name of Company]

Sworn to and subscribed
before me this _____ day
of _____, 20__.

Notary Public
My Commission Expires:

NON-DISCRIMINATION AFFIDAVIT
(This Affidavit is Part of the Proposal)

COMMONWEALTH OF PENNSYLVANIA :

: ss

COUNTY OF :

I, _____ [name of affiant], being duly sworn, depose and say that I reside at _____, and that I am the _____ [title] of _____ [name of company]. In such capacity and for and on behalf of _____, it is hereby agreed and affirmed as follows:

1. _____ [name of respondent] will not discriminate against an employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex.
2. _____ [name of respondent] will take all steps necessary to ensure that all applicants are recruited and employed and that employees are treated during employment with regard to their age, race, creed, color, national origin, ancestry, marital status or sex.
3. _____ [name of respondent] will in all solicitations or advertisements for employees placed by or on behalf of _____ state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

Affiant

[Name of Company]

Sworn to and subscribed
before me this _____ day
of _____, 20__.

Notary Public
My Commission Expires: