

**REQUEST FOR PROPOSALS
(RFP)
MUNICIPAL CONSULTING
ENGINEERING SERVICES**



**Carroll Township
York County, Pennsylvania
555 Chestnut Grove Road
Dillsburg, PA 17019**

Proposal Submittal: Proposals must be submitted to Carroll Township, Attn: Brandon Slatt Township Manager, per the Submittal Instructions of this RFP.

**ALL PROPOSALS MUST BE RECEIVED BEFORE 3:00 PM ON
FEBRUARY 16, 2024. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Any requests for clarification or other questions concerning this RFP must be submitted via email to bslatt@carrolltownship.com before 3:00 PM on Friday February 9, 2024. Responses will be provided via email.

Carroll Township reserves the right to reject any or all proposals, to waive any component in any proposal, and to select the proposal that best meets the Township's needs.

I. BACKGROUND

Carroll Township, York County, a Second-Class Township, which operates under a 5-member Board of Supervisors, is seeking qualifications and proposals from qualified engineering firms to provide municipal consulting engineering services for all Township departments.

II. PURPOSE AND INTENT

The purpose of this Request for Proposals ("RFP") is to solicit competitive proposals from qualified firms to provide a full suite of municipal engineering and consulting services. The Carroll Township Board of Supervisors and staff pride themselves on customer service and responsiveness and are seeking an experienced Municipal Engineer of Record who can work efficiently and effectively with the Township Administration to provide excellent services to our residents and the community at large.

III. PROPOSAL SUBMISSION

Respondents desiring to respond to the RFP shall submit an original and five (5) copies of their proposal, marked on the outside "TOWNSHIP ENGINEER PROPOSAL" Service fees and hourly rates shall be submitted with the proposal. All submission materials shall also be provided via electronic format as well. The proposals shall include the name of the respondent. To be considered, a proposal must be submitted no later than 3:00 PM on February 16, 2024, to the attention of the Township Manager.

If sent via USPS Mail, FedEx/UPS:

Brandon Slatt, Township Manager
Carroll Township
555 Chestnut Grove Road
Dillsburg, PA 17019

Responses sent by facsimile or email will not be accepted. It is the sole responsibility of each proposer to ensure that its proposal reaches the Township by the time and date specified. Once opened, all responses become the public record and will be available to the public for review.

The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary to the qualifications of all applicants submitting proposals. The Township reserves the right to re-solicit proposals.

IV. SCOPE OF SERVICES

Carroll Township seeks a municipal consulting engineering firm that is experienced and equipped to provide the following services:

- Advise the Board and Manager on all matters pertaining to engineering.
- Prepare plans, specifications and bidding schedules for construction, maintenance and repair of highways and other construction projects. Run preconstruction meetings related to Township Projects and Land Development.
- Serve as project engineer on Township construction and maintenance projects and oversee surveys.
- Review subdivision and land development plans, highway and traffic proposals and stormwater management plans.
- Develop and recommend both short-range and long-range capital improvement programs, including appropriate budget proposals.
- Attendance at all Board of Supervisors meetings (the first and second Monday of each month)
- Attendance at all Planning Commission meetings (the fourth Thursday of each month)
- Attendance at any other meetings as requested by the Board of Supervisors and/or Township Manager.
- SALDO and Zoning Ordinance review and updates
- Site inspections as approved by the Board of Supervisors and/or Township Manager
- Grant writing and grant administration services
- Stormwater Management design and planning
- Stormwater ordinance review and development
- MS4 Compliance, including MS4 permitting, PRP development and implementation, management of all six (6) Minimum Control Measures (MCMs), annual inspections and inspection reports, annual MS4 reporting, etc.
- Other engineering services related to the business of the Township.

V. MINIMUM QUALIFICATIONS

Respondent must demonstrate the following:

- To prepare, or cause to be prepared plans, designs, and specifications for public works projects and improvements.
- To provide and maintain surveys, maps, plans, specifications, and control records with respect to public works projects in Carroll Township.
- To provide technical and engineering advice and assistance to the Staff and the Township Supervisors.
- To prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Staff or Board of Supervisors.
- Experience in engineering inspections of both residential and commercial/industrial projects.
- Applicant should have significant experience in the areas of municipal land use, traffic issues, stormwater issues, and the Pennsylvania Municipality Planning Code.
- Applicants shall provide references from municipal clients as well as general references.
- Applicants shall have knowledge of wastewater treatment regulations and issues, as well as other utility matters.
- Applicants shall have experience in dealing with the agencies of the operation of local governmental units in the Commonwealth of Pennsylvania.
- Applicants shall provide a fee structure and/or proposed hourly rates or retainer fees as well as any other pertinent information.
- Applicants shall be duly licensed in the State of Pennsylvania as a Professional Engineer(s) and certified to perform the professional services offered by the proposal.

VI. ORGANIZATION AND REQUIRED SUBMITTALS FOR THE PROPOSAL

A. Letter of Transmittal:

1. The letter shall include a statement indicating the firm's understanding of the appointed position.
2. The letter shall include a statement of affirmation of the firm's qualifications for professionally and expertly conducting the work as understood.
3. The letter shall indicate the firm's contact person concerning the proposal and the telephone number where that person can be reached.

B. General Profile of the Firm

1. This brief profile shall indicate the firm's experience in providing municipal engineering services, including a description of work performed in communities similar to Carroll Township.
2. The names of the partners, managers and other key staff persons who will be assigned to Carroll Township's engagement.
3. Resumes and indicate their experience in municipal civil engineering. Describe the staffing level that would be assigned to Carroll Township.
4. Executive Summary of not more than two (2) pages, identifying and substantiating

why the firm is best qualified to provide the requested services.

5. Other information that the firm fees would be pertinent to their selection, limited to not more than two (2) pages.

C. Fees

1. Fees and billing information shall be provided as part of the proposal. A complete schedule of proposed hourly rates for the individuals that would serve the Township.
2. Detailed explanation of the firm's billing practices. Specifically address how the firm handles billing increments, mileage reimbursement, travel time, etc.

D. References

1. Must provide at least three municipal references and contact information for the same.

VII. CONSULTANT SELECTION

The Township will review the responses to the RFP and decide as to the most responsive, best suited, and most qualified to provide the services requested. A limited number of candidates may be selected for interviews with the Township's Board of Supervisors and Township Manager after which the Township Engineer will be appointed by the Board of Supervisors on or about March 2024.

The selection criteria will include, but is not limited to:

- The responsiveness to the specific needs of the Township and an understanding of the services to be provided.
- Experience, expertise, and knowledge particular to the Township's needs, in providing services of a similar nature.
- The skills, education, experience, and "fit" of the consultant assigned to the Township.
- References
- Cost

VIII. CONFLICT OF INTEREST

The Successful Consultant shall not have conflicts of interest within the Township and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the proposal submission.