

**NEW HANOVER TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**



**REQUEST FOR PROPOSALS AND QUALIFICATIONS  
FOR  
MUNICIPAL PROFESSIONALS**

**PROPOSAL INFORMATION**

**Submittal Deadline:**  
**October 5, 2018 at 2:00 PM**

**Proposal Submittal:**  
New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525

**Contact for Questions:**  
Jamie L. Gwynn  
Township Manager  
Email: [jgwynn@newhanover-pa.org](mailto:jgwynn@newhanover-pa.org)

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**I. General Information**

**A. Purpose and Intent**

Through this Request for Proposal & Qualifications (RFP), New Hanover Township (hereinafter the “Township”) seeks to engage a vendor as (position) commencing January 8, 2019 or upon appointment, whichever is later. This contract will be awarded through a fair and open process.

**B. Background**

The Township is a township of the second class located within Montgomery County, Pennsylvania that functions as a council-manager form of government, supervised by a five (5) member Board of Supervisors, which appoints a Township Manager to run the day to day operations. The Township is 21.68 square miles, includes 36 full-time and part-time employees, maintains 80+ miles of road and is labeled as one of the fastest growing municipalities in the county and state, comprised of approximately 13,000 residents - an increase of almost 6,000 residents since the 2000 census.

**C. Credentialing and Insurance Required**

The firm selected must consist of certified engineering professionals with degrees from accredited institutions that are registered and licensed to perform general engineering services in the Commonwealth of Pennsylvania; the selected firm must also carry adequate insurance coverage, both for liability and professional liability, as determined reasonably appropriate in the opinion of the Township.

**D. RFQ Schedule (subject to change)**

The Request for Qualifications will accommodate the following schedule:

<u>Date</u>	<u>Event</u>
September 17, 2018	RFQ Issued and Advertised
October 5, 2018	Submission Deadline (2:00 PM)
October 8-19, 2018	Review and Evaluations of Submissions
November 1, 2018	General Engineer and Traffic Engineer Oral Presentations (As Required)
November 21, 2018	Sewer Engineer Oral Presentations (As Required)
January 7, 2019	General Engineer and Traffic Engineer Proposal Awarded by Board of Supervisors
January 16, 2019	Sewer Engineer Proposal Awarded by Municipal Authority

## **E. Questions**

Any questions regarding this Request for Proposal should be directed to the Township Manager in writing (preferably email) to:

New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525  
Email: jgwynn@newhanover-pa.org

## **F. Addenda**

To ensure consistent interpretation of certain items, answers to questions the Municipality deems to be in the interest of all will be made available to all other Respondents. Responses to questions will not be issued in the form of an Addendum to the Request for Qualifications.

The Township, at any time may, at its discretion and without explanation to the prospective proposer(s), choose to discontinue this RFQ without obligation to any proposer(s) who have submitted a proposal.

## **II. Proposal Contents**

### **A. General Requirements**

#### *1. Proposal Submission*

Ten (10) print and one (1) electronic copy of the proposal shall be received in a sealed envelope and must be prominently marked on the outside with **“RFP/Q – “Name of Position” (2019).”**

- a) Sealed qualifications must be submitted no later than October 5, 2018 at 2:00 PM to:

New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525

- b) Qualifications must be mailed, or hand delivered. No faxed or emailed qualifications will be accepted. **Late qualifications will not be accepted.**
- c) All submitted qualifications will be the property of New Hanover Township.

- d) This RFQ shall not, without the Township’s prior written consent, be disclosed to any Proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of qualifications to the Township.

2. *Preparation Costs*

The Municipality will not be responsible for any costs associated with the preparation, submission or presentation of any proposal.

3. *Open Records Law/Public Information*

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 possession 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.

**B. Format of Technical Proposal**

1. *Title Page and Table of Contents*

- a) The title page should show the RFQ subject; the institution’s name; contact name, title, office address, telephone number and email address; and the date of the proposal.
- b) The table of contents should identify matters submitted by section and page number.

2. *Contact Information*

On a single cover sheet in your proposal, please provide:

- a) The name of firm, owner, address, and telephone number
- b) The name and contact information for the firm’s primary contact
- c) E-mail address for firm principals or individuals working with the Township
- d) The year the firm or individual practice was established

3. *Personnel Qualifications*

- a) Identify who will serve in the position
- b) Provide a resume and summary of their experience for the individual who will serve in the position

- c) Provide the same for other professionals (if any) in the firm who may assist with the provision of services

4. *Specialized Services Competence*

Provide information about the firm's experience in providing stated services to municipal organizations. Provide at least three references from these organizations including names, contact persons and phone numbers.

5. *Capability*

- a) Provide information about selected professional and Firm's ability to perform on short notice and in a timely manner. If the appointed professional is not available, are there other means of responding to requests?
- b) Describe the selected professional and Firm's approach to communicating with the Township regarding progress reports, status reports, recommendations, status of opinions, etc.
- c) Describe the selected professional and Firm's approach to continuing education and understanding of current stormwater management regulations.

6. *Project Management*

Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.

7. *Client List*

Provide a list of current municipal clients and a description of the Firm's experience, both within Montgomery County and the Commonwealth of Pennsylvania, in performing services of the type described in this RFP, as well as the duration of the same, specifically identifying client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities.

8. *Conflicts of Interest*

Identify any existing or potential conflicts of interest and disclose any representation of any party or other relationship that might be considered a conflict of interest regarding this engagement or the Township. Identify what percentage, if any, of the Firm's practice provides services to local developers and businesses. Provide a list of all Pennsylvania developers served by the Firm.

9. *Litigation*

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.

**NOTE: NO FEES AND/OR PRICING OF THE RFQ  
SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.**

**C. Format of Cost Proposal**

1. The Township expects to pay an hourly fee for the services provided by the Firm. Each Firm must indicate the hourly fee charged for the proposed services by the grade of the employee to be assigned to the task. If additional services or overhead charges such as travel, mileage, copying/printing, project supplies, photographs, telephone calls or other charges will be billed in addition to the proposed hourly fee; such charges shall be indicated within the proposal.
2. Include a sample invoice for services depicting the billing format and the level of detail in the description of the services provided
3. Include the anticipated annual increase in the Firm's rate schedule and the percentage change in the Firm's rates, if any, over the last five (5) years
4. Include any reduced fees offered to other municipalities, government entities, economic development or nonprofit organizations, and civic organizations
5. Include any other fees or charges not outlined in the other sections of the cost proposal
6. Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.

### **III. Selection Process**

#### **A. Selection Process**

1. Each interested Firm shall provide written proposals and qualifications to the Township based upon the guidelines and information set forth in this RFP.
2. The Board and/or their designee shall review and rank all proposals based upon the criteria established in this RFP.
3. A maximum of three (3) Firms may be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the Firm's engineering fee structure, a detailed check of references, and such other items as the Board in its discretion may deem relevant.
4. Final determination of the appointment shall be made by the Board.
5. Selection of the firm(s) to provide service will be based on timely written qualifications. Oral interviews may be conducted by telephone and in person to assist the Township in the selection process. It is anticipated that the selection will be made on or before the end of December 2018 with commencement of the contract(s) anticipated to start in January 2019.

#### **B. Evaluation Criteria**

1. *General Approach*

All proposals will be reviewed by the Board and/or their designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For Firms that satisfy the requirements of this RFP, the Township's evaluation will be based upon criteria as received and outlined in this RFP, including but not be limited to the following evaluation criteria, separate or combined, and not necessarily listed in order of significance.

2. *Documented Experience*

The Firm's documented experience in successfully completing contracts of a comparable size and scope to the engagement addressed by this RFP.

3. *Qualifications and Experience*

The qualifications and experience of the Firm's management, supervisory and other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of comparable size and scope to the services required by this RFP.



4. *Overall Ability*

The overall ability of the Firm to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the Firm to perform the services required by this RFP; and the availability and commitment to the engagement of the Firm's management, supervisory and other staff proposed.

5. *Costs and Fee Schedules*

The costs and fee schedules included in the proposal will be reviewed against other firms.

6. *References*

The Township may perform reference checks for each Firm. References should be able to describe the Firm's responsiveness, availability, and ability to complete projects in a timely, orderly and cost-effective manner.

7. *Experience Serving in Role for Other Communities*

Experience in the role for other communities will be considered positively. Proof of an understanding of the role and a track record of effectively providing such services is preferred.

8. *Firm's Understanding, Approach and Quality of Proposal*

These selection criteria will allow the Township to award additional consideration based upon the quality of the Firm's proposal, understanding of the Township's needs, approach to the work, or any other positive qualities.

**C. Reservations Regarding Selection**

The Municipality reserves the right to do any or all the following:

1. conduct interviews with some or all the respondents
2. reject any or all qualifications
3. waive any informality or irregularity in a proposal
4. hold all qualifications for a period of thirty (30) days after the date fixed for the opening thereof

5. enter good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFQ or any proposal
6. accept the proposal that the Township deems at its sole discretion, to be the most favorable in its best interest
7. enter good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
8. re-advertise this RFQ for new qualifications as may be deemed necessary at the sole discretion of the Township

#### **IV. Contract Term**

The Board of Supervisors has typically maintained professional consultants on a month to month basis with the intention of completing RFQs every three fiscal years.

**EXHIBIT A**

**New Hanover Township**

**Request for Proposals and Qualifications for Municipal Professionals**

**Minimum Qualifications**

Applicant vendors **must** establish that they meet the minimum qualifications:

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**MUNICIPAL ENGINEER**

**I. Scope of Work**

The Township is soliciting proposals and qualifications from firms interested in providing municipal engineering services. The firm must have all applicable licenses to perform municipal engineering in Pennsylvania, have at least seven (7) years of experience in a similarly sized municipality, and have experience with doing engineering studies and recommendations on a myriad of issues, including but not limited to:

**A. Plan Review Services**

The selected Municipal Engineer will provide technical review of, and answer inquiries relating to site plans, subdivision plans, improvement plans, land disturbance plans, construction plans and escrows relating to projects proposed by applicants to be developed in the Township to ensure that such conform to codes adopted by the Township.

**B. Construction Inspection Review Services**

The selected Municipal Engineer will provide construction inspections throughout the land development process to ensure sites are built in accordance with approved plans.

**C. Municipal Project Design Services**

The selected Municipal Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems, water distribution systems, and stormwater management systems, in a manner that the infrastructure is functional and cost effective. The selected consulting Municipal Engineer must be able to provide structural/engineering guidance for municipal structures.

**D. Environmental Services & Regulatory Agency Interactions**

The selected Municipal Engineer 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.

**E. Grant/Bid Assistance**

The selected Municipal Engineer shall, as requested, complete or assist in the completion of grant applications and preparation and management of the bidding process for road projects.

**F. Surveying, Easements and Related Services**

The selected Municipal Engineer shall have the capability of performing boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

**G. CAD and GIS Capabilities**

The selected Municipal Engineer shall have computer aided drafting and geographical information system capabilities upon request.

**H. MS4 Program Services**

The selected consulting Municipal Engineer shall assist the Township Manager in reporting, mapping and permitting requirements under the State Municipal Separate Storm Sewer Systems (MS4) Program and perform stormwater reviews in accordance with the relevant Act 167 Plan and Township ordinance requirements.

**I. Meeting Attendance and Participation**

The selected Municipal Engineer may be expected to attend a variety of municipal meetings, including, but not limited to, board meetings, planning and zoning meetings, meetings of affected property owners, and meetings with municipal staff and developers.

The Board of Supervisors meets on the first (1<sup>st</sup>) Thursday of each month and periodically on the fourth (4<sup>th</sup>) Monday of each month. The Planning Commission meets on the second (2<sup>nd</sup>) Wednesday of each month.

**J. Work Product**

The selected Municipal Engineer will be expected to provide the Municipal 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 Municipal in printed form, as well as in electronic form to include portable document format and the root file(s).

**K. Assignment of Professional Engineer**

The selected Municipal Engineer shall assign to the Municipal a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Pennsylvania.

**L. Responsiveness**

The selected Municipal Engineer must commit to provide services to the Municipal in a timely manner, without unreasonable delays.

**M. Proximity**

The selected Municipal Engineer must be located within reasonable proximity to the Township to ensure meeting attendance if requested, meeting coordination and the conveyance of documents when sent via courier.

## **TRAFFIC ENGINEER**

### **I. Scope of Work**

The Township is soliciting proposals and qualifications from firms interested in providing traffic engineering services. The firm must have all applicable licenses to perform traffic engineering in Pennsylvania, have at least seven (7) years of experience in a similarly sized municipality, and have experience with doing traffic studies and recommendations on a myriad of issues, including but not limited to:

#### **A. Plan Review Services**

The selected Traffic Engineer will provide technical review of, and answer inquiries relating to site plans, subdivision plans, improvement plans, land disturbance plans, construction plans and escrows relating to projects proposed by applicants to be developed in the Township to ensure that such conform to codes adopted by the Township.

#### **B. Municipal Project Design Services**

The selected Traffic Engineer must have experience with understanding the impact of PennDOT projects and Montgomery County engineering projects; proven experience with creating and implementing Act 209; and the experience with providing recommendations on traffic calming measures, bike trails and routes and failing intersections and traffic signalization projects

#### **C. Environmental Services & Regulatory Agency Interactions**

The selected Traffic Engineer 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.

#### **D. Grant/Bid Assistance**

The selected Traffic Engineer shall, as requested, complete or assist in the completion of grant applications and preparation and management of the bidding process for traffic-related projects.

#### **E. Surveying, Easements and Related Services**

The selected Traffic Engineer shall have the capability of performing boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

**F. CAD and GIS Capabilities**

The selected Traffic Engineer shall have computer aided drafting and geographical information system capabilities upon request.

**G. Meeting Attendance and Participation**

The selected Traffic Engineer may be expected to attend a variety of municipal meetings, including, but not limited to, board meetings, planning and zoning meetings, meetings of affected property owners, and meetings with municipal staff and developers.

The Board of Supervisors meets on the first (1<sup>st</sup>) Thursday of each month and periodically on the fourth (4<sup>th</sup>) Monday of each month. The Planning Commission meets on the second (2<sup>nd</sup>) Wednesday of each month.

**H. Work Product**

The selected Traffic Engineer will be expected to provide the Municipal 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 Municipal 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 Traffic Engineer shall assign to the Municipal a minimum of one (1) staff person who is a Professional Traffic Engineer licensed to practice in the State of Pennsylvania.

**J. Responsiveness**

The selected Traffic Engineer must commit to provide services to the Municipal in a timely manner, without unreasonable delays.

**K. Proximity**

The selected Traffic Engineer must be located within reasonable proximity to the Township to ensure meeting attendance if requested, meeting coordination and the conveyance of documents when sent via courier.

## **MUNICIPAL AUTHORITY (SEWER) ENGINEER**

### **I. Scope of Work**

New Hanover Township's Municipal Authority is soliciting proposals and qualifications from firms interested in providing sewer engineering services. The Authority owns and operates a 1.925 MGD Wastewater Treatment Plant (WWTP), approximately 50 miles of collection and conveyance piping, and two pump stations.

The firm must have all applicable licenses to perform sanitary sewer engineering in Pennsylvania, have at least seven (7) years of experience in a similarly sized plant, and have experience with doing sewer engineering studies and recommendations on a myriad of issues, including but not limited to:

#### **A. Plan Review Services**

The selected Sewer Engineer will provide technical review of, and answer inquiries relating to site plans, subdivision plans, improvement plans, land disturbance plans, construction plans and escrows relating to projects proposed by applicants to be developed in the Township to ensure that such conform to codes adopted by the Authority.

#### **B. Construction Inspection Review Services**

The selected Municipal Engineer will provide construction inspections throughout the land development process to ensure sites are built in accordance with approved plans.

#### **C. Municipal Project Design Services**

The selected Sewer Engineer must have the capability to envision, design, build, and implement a full array of WWTP projects, relating to the WWTP and the associated sanitary sewer infrastructure, in a cost effective, professional, and timely matter. Projects will include, but are not limited to, the following:

##### *1. Treatment*

- a) Annual Chapter 94 Report
- b) WWTP Loading and Hydraulic Capacity studies
- c) Operation and Treatment consulting
- d) NPDES Discharge Permit and DRBC Docket Renewals
- e) SCADA Design Services
- f) High Strength Waste evaluations



- g) Biosolids Disposal Contract evaluations
- h) On-lot Sanitary Sewer Disposal System evaluations

2. *Sanitary Sewer Collection/Conveyance*

- a) Technical review of sanitary sewer design in subdivision and land development plans
- b) Design of collection and conveyance system extensions, upgrades, and replacements
- c) Preparation of feasibility assessments, cost estimates, bid documents, and bid evaluations
- d) Conduct Collection/Conveyance System Hydraulic Capacity studies
- e) Inflow and Infiltration investigation assistance/studies
- f) Collection System Modeling evaluations
- g) Pump Station Capacity evaluations
- h) Wetland and Stream evaluations
- i) Developer Recapture Agreements
- j) GIS Mapping Updates
- k) Development Court Order review
- l) EDU determinations
- m) Easement Agreement review
- n) Ordinance and Resolution development and review
- o) Tapping Fee Evaluations

**D. Environmental Services & Regulatory Agency Interactions**

The selected Sewer Engineer 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: Montgomery County Conservation District, 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.

**E. Grant/Bid Assistance**

The selected Sewer Engineer shall, as requested, complete or assist in the completion of grant applications and preparation and management of the bidding process for Authority-related projects.

**F. Surveying, Easements and Related Services**

The selected Sewer Engineer shall have the capability of performing boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

**G. CAD and GIS Capabilities**

The selected Sewer Engineer shall have computer aided drafting and geographical information system capabilities upon request.

**H. Meeting Attendance and Participation**

The selected Sewer Engineer may be expected to attend meetings with the Authority, affected property owners, and municipal staff and developers. The Authority Board meets on the third (3<sup>rd</sup>) Wednesday of each month.

**I. Work Product**

The selected Sewer Engineer will be expected to provide the Authority 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 Authority in printed form, as well as in electronic form to include portable document format and the root file(s).

**J. Assignment of Professional Engineer**

The selected Sewer Engineer shall assign to the Authority a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Pennsylvania.

**K. Responsiveness**

The selected Sewer Engineer must commit to provide services to the Authority in a timely manner, without unreasonable delays.

**L. Proximity**

The selected Sewer Engineer must be located within reasonable proximity to the Authority to ensure meeting attendance if requested, meeting coordination and the conveyance of documents when sent via courier.