



**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA**

REQUEST FOR PROPOSAL

TOWNSHIP ENGINEER

**SALISBURY TOWNSHIP
2900 S. Pike Avenue
Allentown, PA 18103
www.salisburytownshippa.org
610-797-4000**

**Cathy Bonaskiewich
Township Manager**

September 14, 2022

**Township of Salisbury
Lehigh County, Pennsylvania
Request for Proposal
Township Engineer**

Introduction

Through this Request for Proposal (RFP), Salisbury Township (hereinafter the “Township”) seeks to consider a Proposer to be retained as Township Engineer for the 2023 calendar year commencing January 1, 2023 or upon appointment by the Township Board of Commissioners, whichever is later, and ending on December 31, 2023 (the “Term”).

The Township is seeking a qualified, registered civil engineering firm or individual for engineering services including, but not limited to, the designing and planning of road projects, storm drainage projects, culverts, water and sewer projects; assistance with bidding and construction management; review of submitted plans, subdivisions, planned unit development and other development applications for compliance with Township ordinances and regulations, Township Subdivision and Land Development Ordinance, Township Zoning Ordinance and engineering standards.

The Township Engineer shall be responsible for advising the Township Board of Commissioners (the “Board”), Township Commissions and the Township Manager on all engineering issues arising in the conduct of Township business; provided, however, the Township reserves the right to appoint a special project engineer to represent its interests in specific matters. The Engineer shall be in attendance at various meetings of the Board and Township Planning Commission. Attendance at additional meetings may also be required when requested. Information on the Township’s various meeting schedules can be found at www.salisburytownship.org. The Township Engineer shall also be available to attend any other meetings during business hours as necessary.

General Information

The Township of Salisbury is located in Lehigh County, Pennsylvania, and operates under the PA First-Class Township Code form of government, with an elected five (5) member Board of Commissioners, who serve four-year terms, and a Manager. The Township is approximately 11.2 square miles, has a 2020 Census population of 13,621, an annual General Fund budget of \$11 million, and approximately 75 employees (50 full time employees, the remainder part-time or seasonal). The Board of Commissioners meets the second and fourth Thursday of each month as well as special meetings on an as-needed basis.

Minimum Qualifications

See Exhibit A.

Scope of Work

The engineering firm or individual must be:

1. Currently licensed and in good standing with the Commonwealth of Pennsylvania to perform municipal engineering services in Pennsylvania;
2. In practice as a municipal engineer for a minimum of seven (7) years in a similarly sized municipality prior to the date of Proposal; and
3. Have experience with providing engineering studies and recommendations on a myriad of issues, including but not limited to:
 - a. Plan Review Services:
Provide technical review of, and answer inquiries related to, all design aspects of site plans, subdivision plans, improvement plans, land disturbance plans, landscape architecture, construction plans and escrows relating to projects proposed by applicants to be developed in the Township to ensure that such conform to codes and ordinances adopted by the Township. Should the firm not offer certain aspects of plan review within their services, it shall subcontract to provide such service for the required technical reviews.
 - b. Construction Inspection Services:
Provide construction inspections throughout the land development process to ensure sites are built in accordance with approved/recorded plans. The selected Township Engineer shall coordinate and manage with the Township Community Development Department the monitoring of project escrows, securities and associated releases.
 - c. Municipal Project Design Services:
Have the capability to design a full array of public works type projects including water and wastewater conveyance facilities, roadways and transportation infrastructure systems, park and recreation facilities, and storm water management systems as well as plantings and naturalization of selected areas, in a manner that the infrastructure is functional and cost effective. The firm must also be able to provide structural/engineering guidance for municipal structures.
 - d. Municipal Construction Administration and Observation:
Have the capability to manage project construction for general compliance with the design plans and specifications, conduct pre-construction meetings, approve shop drawings, prepare daily reports for all work observed, process payment requests, and close-out contracts.
 - e. Environmental Services & Regulatory Agency Interactions:
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, Pennsylvania Department of Conservation

and Natural Resources, Pennsylvania Department of Environment 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 and other regulatory agencies with jurisdiction over the Township.

- f. Grant/Bid Assistance:
Have the capability to, at the Township's request, complete or assist in the completion of grant applications and the preparation of specifications and management of the bidding process for public works, road, water, wastewater, storm water, recreation, and municipal projects.

- g. Surveying, Easements and Related Services:
Have the capability to perform boundary surveys, topographic surveys, construction stake-out, prepare easement plats and easement documents, and assist in easement acquisition.

- h. CAD and GIS Capabilities:
Have the capability to provide computer aided drafting and geographical information system services upon request.

- i. MS4 Program Services:
Assist the Township Manager, Director of Community Development, Planning/Zoning Officer and Public Works Director in reporting, mapping, and permitting requirements under the PA Municipal Separate Storm Sewer System (MS4) Program and perform storm water reviews in accordance with the relevant Act Plan and Township Ordinance requirements.

- j. Traffic Engineer Services:
Have the capability to review land development for traffic impact/fees, determination of traffic impact fees, and any other traffic-related engineering issues or concerns. PTOE is preferred.

Mandatory Proposal Elements

In addition to demonstrating an ability to meet all Minimum Qualifications included in Exhibit A and fulfilling the Scope of Work outlined in this RFP, the following are required elements to be submitted with all proposals. Information in addition to the following may also be included:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional to be assigned to the Township.

2. Fee Proposal for the 2023 calendar year. The Proposer shall provide a fee structure and/or proposed hourly rate as well as any other costs that will be charged to the Township. A proposal

showing minimum and maximum ranges is not acceptable. The Fee Proposal shall include the following:

- a. The firm's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff).
 - b. Identify rates for various types of services as they would apply to the requirements of the Township such as rates for meetings, inspections, research time and/or design services. If the Proposer does not differentiate between types of services, the Proposal must clearly identify its services and rates.
 - c. Identify the minimum period of time billed for services (i.e. telephone calls, conference calls, correspondence, etc.).
 - d. Provide the Township with an out-of-pocket expense rate schedule identifying the type of service and reimbursement rates for expenses such as mileage, copying of documents, postage, faxes, and word processing charges.
3. An executive summary of not more than two (2) pages, identifying and substantiating why the Proposer is best qualified to provide the requested services.
 4. A staffing plan listing those persons who will be assigned to the engagement if the Proposer is selected, including the designation of the person who would be the Proposer's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. The information should include, at a minimum, a description of the Principal Professional's relevant professional experience, years and type of experience, and number of years with the Proposer. Staffing Plan shall also identify any other Professional(s) and their qualifications in any other subspecialty(ies) such as construction, landscaping, etc. that may be assigned to evaluate, design or plan projects or conduct studies, etc. on behalf of the Township.
 5. A description of the Proposer's experience in performing services of the type described in this RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized municipalities and First-Class townships.**
 6. The location of Proposer's office, if other than the Proposer's main office, at which the Proposer intends to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with Lehigh County and the Lehigh Valley area.
 7. References, including at least three (3) municipal clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.
 8. If the Proposer or any Principal Professional 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 Proposer must provide a description of the litigation and/or disciplinary action.

9. A description of any ongoing investigation and/or litigation matters involving the Proposer, its directors, officers and principals and any individuals employed by the Proposer that relate to the performance of the engineer in the proposed field of expertise.
10. Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
11. Proof of adequate insurance and bonding.
12. Completed Exhibit B.

Evaluation Process & Key Dates

All proposals will be reviewed by the Township Manager or his/her designee in order to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Only Proposals that adhere to all Mandatory Proposal Elements outlined in this RFP and satisfy the Minimum Qualifications included in Exhibit A will be considered in the evaluation process. Qualifying Proposals will be evaluated by the Township Manager and Board of Commissioners. Fees will not be the primary factor in the evaluations. The proposal calendar is as follows:

Distribution of RFP	September 14, 2022
Last day to submit questions	October 12, 2022 by 4:00 pm
Deadline for Proposal submissions	October 24, 2022 at 4:00 pm
Engineer selection	November 22, 2022

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:

1. The Proposer's general approach to providing the services required under this RFP.
2. The qualifications and experience of the Proposer's management, supervisory or other key personnel assigned to the Township, with emphasis on documented and verified experience in successfully completing similar engagements as outlined in this RFP.
3. Depth and breadth of experience and expertise in the practice of civil engineering and ability to render service on a wide-range of public engineering issues;
4. Capability to perform engineering services promptly and in a manner that permits the Township staff and Board of Commissioners to meet established deadlines and to operate in an effective and efficient manner;
5. The overall ability of the Proposer to mobilize, undertake and successfully complete the scope of

work in a timely fashion. These criteria will include, but not be limited to, the number and qualifications of management, supervisory and other staff proposed by the Proposer to perform the services required by this RFP and the availability and commitment to the Township of the Proposer's management, supervisory and other staff.

6. Communication skills;
7. Cost of services; and
8. Other qualifications/criteria as deemed appropriate by the Township.

The Township reserves the right to reject any and all Proposals and to waive any immaterial irregularities.

It is anticipated that the engagement for engineering services shall be awarded by the Board at their regular meeting on November 22, 2022. All Proposals shall remain valid until the engagement is awarded. Release of any Proposal information shall be conducted in accordance with the Pennsylvania Right to Know Act.

Interview

The Township Manager and/or the Board of Commissioners reserve the right to interview any or all of the Proposers 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 submission of the proposal.

Proposal Submission

An original, clearly marked as the "ORIGINAL", and seven (7) full, complete and exact copies of each proposal and an electronic copy shall be submitted in sealed envelopes and must be marked with "**RFP Submission-Township Engineer**" and addressed to and mailed or delivered directly to:

Salisbury Township
Attn: Cathy Bonaskiewich, Township Manager
2900 S. Pike Avenue
Allentown, PA 18103

Sealed proposals must be received no later than 4:00 pm on October 24, 2022.

All inquiries for information should be directed to:

Cathy Bonaskiewich, Township Manager
Township of Salisbury
2900 S. Pike Avenue
Allentown, PA 18103
cbonaskiewich@salisburytownship.pa.gov
Monday – Friday, 8:30 am to 4:30 pm

Terms and Conditions

The engineer engagement is to commence January 1, 2023, or upon appointment by the Board of Commissioners, whichever is later. The proposal shall include a fee proposal for year 2023.

There is no express or implied obligation for the Township to reimburse responding Proposers for any expenses incurred in preparing proposals in response to this request. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all Proposers submitting proposals.

It is the responsibility of each Proposer to examine carefully the requirements before submitting their proposal.

Any questions related to this RFP should be directed to Cathy Bonaskiewich, Township Manager, at cbonaskiewich@salisburytownship.pa.gov. **Contact with Township personnel other than the Township Manager regarding this RFP may be grounds for elimination from the selection process.**

Engagement Letter

The selected Proposer shall submit to the Township for review and approval, prior to appointment, a proposed engagement letter setting forth the material terms of the engagement along with a waiver of copyright. The letter shall include an indemnity agreement.

Exhibit A
Salisbury Township
Minimum Qualifications/Requirements – Township Engineer

1. The Proposer shall comply with, and be subject to, all provisions of Article XIII of the First-Class Township Code, as amended (Sections 1301-1306) as set forth herein as follows **[Disclaimer: Each Proposer is responsible to review the First-Class Township Code to apply pertinent sections. The First-Class Township Code as written is controlling and the foregoing is reprinted only for informational purposes]**:

Section 1301. Township Engineer.--

(a) The board of commissioners may appoint and determine the compensation of a township engineer who must be a registered professional engineer. The township engineer serves at the pleasure of the board of commissioners.

(b) As used in this article, the term "engineer" means one or more registered professional engineers or a firm of registered professional engineers.

(1301 amended Oct. 29, 2020, P.L.782, No.96)

Section 1302. Bond.--(1302 repealed Oct. 29, 2020, P.L.782, No.96)

Section 1303. Control of Engineering Matters.--

(a) Except where the board of commissioners has appointed an engineer for a specific matter, the township engineer shall direct and control the engineering matters of the township.

(b) No department or officer of the township, except as otherwise provided by law, may employ or retain an additional engineer without the consent or ratification of the board of commissioners.

(1303 amended Oct. 29, 2020, P.L.782, No.96)

Section 1304. Duties; Preparation of Plans.--The township engineer shall perform duties and provide reports as the board of commissioners may direct for the construction, reconstruction, maintenance and repair of streets, bridges, culverts and other engineering work. The township engineer may prepare plans, specifications and estimates of the work undertaken by the township and shall furnish the board of commissioners and the committees of the township with reports, information or estimates on any township engineering work or on questions submitted by the board of commissioners.

(1304 amended Oct. 29, 2020, P.L.782, No.96)

Section 1305. Certificate of Commencement and of Completion of Municipal Improvements.--

(a) The township engineer shall certify to the township secretary the date of commencement and date of completion of all municipal improvements, the cost of which, in whole or in part, is to be paid by the owners of the abutting property. The certification

shall be made a part of the permanent records of the township. The certified date of commencement and certified date of completion shall be conclusive on all parties.

(b) As used in this section, the phrase "certified date of completion" means the date of the completion of the whole contract for the improvement.

(1305 amended Oct. 29, 2020, P.L.782, No.96)

Section 1306. Surveys.--The township engineer shall have the charge and direction of all surveys and regulations authorized by any act of Assembly or ordinance of the township.

(1306 amended Oct. 29, 2020, P.L.782, No.96)

2. Multi-disciplined firm with experience in and primary focus on municipal engineering. The Proposer shall have seven (7) years' experience as a municipal township engineer for a municipality in the Commonwealth of Pennsylvania, two (2) years of which should be in a municipality with a General Fund budget in excess of \$7 million (USD) dollars and/or over 25 full time employees.
3. The Proposer must also demonstrate a high degree of knowledge, experience and ability with the following:
 - a. The operation of local governmental units in Pennsylvania, including a First-Class Township.
 - b. Have a minimum of seven (7) years' experience in providing consulting engineering and related services to a Pennsylvania municipal government in a community similar to Salisbury Township.
 - c. Encompass the full range of desired basic civil engineering service within the scope of its existing organization.
 - d. Have two (2) or more licensed professional engineers on staff whose major focus and work has been and remains providing professional services to and advising public entities.
 - e. Ability to prepare plans, cost estimates, designs and bid specifications for capital projects and improvements as requested.
 - f. The ability to provide technical and engineering advice to the Board of Commissioners and Township staff.
 - g. Ability to review storm water management plans for compliance with the Township's Stormwater Ordinance, review and inspect existing storm water facilities as needed, and provide technical support to the Township regarding storm water and flooding issues.
 - h. Provide assistance with required documentation, inspections, and permitting for stormwater management requirements including the Township's MS4 permit.

- i. Knowledge regarding the administration of grants related to engineering projects and project designs.
 - j. Experience in Land Development, Zoning and PA Municipal Land Use Regulations.
 - k. Knowledge of water and sanitary sewer systems, including the design, maintenance, and bidding of all Township related facilities and the ability to represent the Township at various water and sanitary sewer related meetings with the local entities, as necessary.
 - l. Knowledge and staffing for the management of right of way and/or road opening permits and restoration requirements for such projects.
 - m. Ability to provide the Township with detailed monthly activity reports and detailed invoices matching work tasks to charges.
 - n. Attend and provide knowledgeable engineering advice at all Board of Commissioners meetings, Planning Commission meetings, occasional meetings with the Township's Manager, Planning/Zoning Officer and/or Public Works Director, and any other meetings as necessary.
4. The Proposer must be licensed to perform engineering services in the Commonwealth of Pennsylvania. Proposer shall include a list of any other professional qualifications; experiences and/or credentials you feel are relevant to this RFP.
 5. The selected Proposer will be expected to provide the Township with copies of all Township-related work products without limitation, including, but not limited to, reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, spreadsheets, drawings and any other documents produced in connection with the consulting relationship with the Township in printed form, as well as in electronic form to include portable document format and the root file(s).

Exhibit B

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:
(Name of Proposer Representative)

(1) He/She is _____
(Title: Owner, Partner, Officer, Representative or Agent of Proposer)

of _____, (the “Proposer”) that has submitted the
(Name of Proposer Firm)
attached Proposal;

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the Proposer nor any of its officers, partners, owners, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any of Proposer, firm or person to submit a collusive or sham Proposal or complimentary Proposal in connection with the Contract for Services which the attached Proposal is submitted or to refrain from submitting in connection with such Contract for Services, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal of any other Proposer, or to fix any overhead, profit or cost element of the prices in the Proposal or the price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Township or any person interest in the proposed Agreement;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and,

(6) Neither the said Proposer nor any of its officers, partners, owners, agents or parties in interest, have any interest, present or prospective, that can be reasonably construed to result in a conflict of interest between them and the Township, which the Proposer will be required to perform.

[Signatures to Follow]

[Signature Page to Non-Collusion Affidavit]

The undersigned states that _____ understands and

(Name of Proposer Firm)

acknowledges that the above representations are material and important and will be relied on by the Township of Salisbury in awarding the Contract for Services for which the Proposal is submitted. I understand and the Proposer understands that any misstatement in this Non-Collusion Affidavit is and shall be treated as fraudulent concealment from the Township of Salisbury of the true facts relating to the submission of proposals for this agreement.

By: _____
Authorized Signatory

Name: _____

Title: _____

COMMONWEALTH OF PENNSYLVANIA)
)
COUNTY OF _____) SS:

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2022 by
_____ (Name of Authorized Signatory).

Notary Public
(SEAL) My Commission Expires: _____