



Upper Uwchlan Township

Chester County, PA

Park Road Trail

Upper Uwchlan Township

REQUEST FOR QUALIFICATIONS

Construction Inspection Services Park Road Trail

Upper Uwchlan Township has been awarded a Transportation Enhancements Grant to construct a pedestrian trail and bridge along Park Road (T-523, formerly known as S.R. 4035). The proposed trail is approximately 1,000 linear feet, paralleling Park Road, connecting Heather Hill Drive and an existing trail system to Hickory Park. The proposed pedestrian bridge is 96-feet long over the Pennsylvania Turnpike (Interstate 76).

The Board of Supervisors of the Township intends to retain the services of a qualified consultant or consulting team to provide professional services for construction oversight and inspection services for the project. Accordingly, the municipality is hereby soliciting requests for qualifications for professional services based on the following criteria:

SECTION I	Project Description
SECTION II	Task Breakout / Project Schedule
SECTION III	Consultant Qualifications and Requirements
SECTION IV	Consultant Selection
SECTION V	Project Costs and Payment Schedules
SECTION VI	Submission of Proposal
APPENDIX	A – Park Road Trail Drawings for Construction
APPENDIX	B – Park Road Trail Pedestrian Bridge Structure Plans
APPENDIX	C – PennDOT Construction Inspection Rate Documents

SECTION I - PROJECT DESCRIPTION

Park Road Trail Project involves the construction of a pedestrian trail along Park Road (T-523, formerly known as S.R. 4035). Park Road is a Township-owned road with a posted speed limit of 35 mph. The width of the existing cart way varies from 26-feet to 28-feet. There is no curb and the two travel lanes are approximately 11-feet wide each. The proposed improvements will include the following:

- Construction of a 96-foot long, 10-foot wide pedestrian bridge over the Pennsylvania Turnpike (Interstate 76). This bridge will be independent of the existing vehicular bridge but located directly adjacent to the existing bridge.
- Approximately 1,000 linear feet of a 6-foot wide asphalt trail connecting Heather Hill Drive and an existing trail system to Hickory Park (Township-owned park).

The trail will be located in the Township owned right-of-way but temporary construction easements and slope easements have been acquired by the Township to place fill and work on private property. The project's main construction work includes bridge construction, placement of fill, grading, installing trail base materials, base compaction, and installing bituminous top coating and maintenance and protection of traffic on the PA Turnpike and Park Road.

The project is being completed as a partnership between Upper Uwchlan Township and PennDOT. Local funds are being utilized for all preconstruction activities and federal-aid Transportation Enhancement (TE) funding along with County funding are being utilized for the construction phases. The construction costs are anticipated to be within the \$750,000-800,000 range.

All appropriate certifications as determined by the FHWA, PennDOT, and/or any other governing agency are required. The construction inspection is the general work activity expected under this Agreement.

SECTION II – TASK BREAKOUT

This Section will provide a tasking description of the entire project. It will show what tasks have already been completed and those covered by this RFQ.

Task	Status	Notes
Project Planning & Design	Completed	E.B. Walsh & Assoc., Inc.
Land Acquisition	Completed	Upper Uwchlan Township
Topographic Survey	Completed	E.B. Walsh & Assoc., Inc.
Environmental / Cultural Clearances	Completed	CCHRS & Skelly / Loy
Bridge Design	Completed	Cassio Engineering
Trail Engineering	Completed	E.B. Walsh & Assoc., Inc.
Final Design Review / Approval	Ongoing	PennDOT
Bid Specifications	Ongoing	E.B. Walsh & Assoc., Inc.
Bidding	Winter 2009	PennDOT
Bid Award	Winter 2009 / 2010	PennDOT
Construction Start	Spring 2010	Selected Contractor(s)
Project Management	Project duration	E.B. Walsh & Assoc., Inc.
Construction Inspection Services	Project duration	Selected Consultant
Anticipated Construction Completion	_____ (Fall/ Winter) 2010	

The duration of the construction project is estimated to be 120 working days (final estimate not completed to date). This is subject to change as the actual construction begins.

A copy of the plans and PennDOT's Scope of Work is available at the Township Building for inspection for any interested parties.

SECTION III - CONSULTANT QUALIFICATIONS AND REQUIREMENTS

These requirements shall apply to the consultant(s) selected to undertake the construction inspection services for the project. The selected consultant/consulting team shall meet the following requirements:

1. In order to submit qualifications for this Agreement, you must be registered as a PennDOT Business Partner. All Consultants, both prime consultants and sub-consultants, to be included in the qualifications must be registered as PennDOT Business Partners.
2. All inspectors working on this project must have PennDOT CDS NextGen certification as well as any applicable ACI/NECEPT/PennDOT material inspection certifications.
3. Have worked on at least two projects that have utilized FHWA funding and have demonstrable experience in working with PennDOT on project construction supervision.
4. The consulting firm must be qualified to perform engineering services in accordance with the laws of the Commonwealth of Pennsylvania. A firm not eligible to submit due to this requirement may submit qualifications as part of a joint venture with an individual, firm or corporation that is permitted under State law to engage in the construction inspection.
5. Previous construction inspection of bridge structures is necessary.
6. Previous work on TE or CMAQ trail projects is a plus.

Firms submitting qualification documents that do not comply with the above requirements will not be considered for this project.

Upper Uwchlan Township reserves the right to reject all qualifications submitted, to cancel the solicitation request under this Notice, and/or to re-request qualifications for this work and service.

SECTION IV - CONSULTANT SELECTION

Consultants interested in providing work and services for this project are invited to submit their qualifications.

The letters/statements of interest received are to be reviewed by a qualification committee consisting of Township staff and the engineering firms of E.B. Walsh Associates and Cassio Engineering. The top three applicants shall be asked to provide more detailed proposals, including a brief written scope of work, and may be interviewed by the committee. These final proposals shall be ranked by the committee. The final selected consultant's proposal shall be provided to PennDOT for their concurrence, with supporting documentation.

Proposals will be evaluated according to how well they meet the following criteria in order of relative importance:

- Construction Inspection Oversight Experience on PennDOT/FHWA projects;
- Experience in working on Transportation Enhancements projects in Pennsylvania;
- Experience in Construction Inspection of Bridge Structures;
- Experience and Qualifications of Personnel Assigned to the Project and the Availability of Staff to Undertake Needed Services;
- Understanding the Municipality's Needs and Requirements, and the Approaches Necessary for Meeting Them;
- Work Schedule with Time Estimates that are Realistic and Responsive to the Requirements for the Project. This Includes Evaluation of the Proposed Hours Allocated to Project Tasks and Methods for Managing Work to Ensure Timely and Orderly Completion; and
- Availability of Offices within a 2 hour Drive of Downingtown, PA.

The final selected consultant shall be required to provide a "Technical and Price Proposal" for the purpose of negotiating a Consulting Agreement. This Technical and Price Proposal shall conform to the PennDOT Scope of Work for Municipal Projects, Task 3.4.1 Consultant Construction Inspection, last revision.

A DBE (Disadvantaged Business Enterprise) Goal of 10% is required for this project.

SECTION VI – PROJECT COSTS AND PAYMENT SCHEDULES

Consultant construction inspection costs will be based upon PennDOT requirements and finalized after the award of construction inspection services to a firm.

Please note that hourly wages of inspectors are capped by the PennDOT's Scope of Work for Municipal Projects dated May 1, 2005 and a March 15, 2007 strike off letter as found in Appendix C. Construction inspection costs for this project shall **not** be billed as a percentage of total project construction costs. PennDOT's *Specific Rate of Compensation - Construction Inspection* method shall be used.

Although the municipality must follow PennDOT guidelines regarding awarding construction inspection services and hourly wage rates, it is important for prospective consultants to be aware that these services are being paid directly by the municipality. Therefore, we encourage consultants to utilize the most cost efficient and effective methods to complete the required work while working within PennDOT requirements.

To save on project costs, the municipality is prepared to assign clerical staff to assist the construction inspectors, if desired. Office space, radios, and cell phones may also be made available. Estimated needs of clerical support staff and office facilities should be discussed with the municipality.

The municipality intends to pay for the construction inspection services on a monthly basis using invoices submitted by the consultant. Upper Uwchlan Township shall be the designated payment agent. Payments shall be made based upon a previous month's work after approval by the Township's Board of Supervisors on the regularly scheduled business meeting of each month.

SECTION VI - SUBMISSION OF PROPOSAL

General

- A. Any questions specific to this RFQ shall be directed to Dan Daley, P.E., project engineer, Edward B. Walsh & Associates, Inc., at 610-903-0060 ext. 113 or ddaley@ebwalshinc.com.
- B. Both hard copies and electronic copies of interested parties' applications must be submitted. Electronic copies of the proposal must be sent via e-mail to ddaley@ebwalshinc.com in pdf format. However, electronic copies in other formats or paper copies will be accepted for review with prior approval.

Hard copies of the proposal must be delivered to:

Upper Uwchlan Township
Park Road Trail RFQ
140 Pottstown Pike
Chester Springs, PA 19425

- C. The receipt of a statement of interest and accompanying qualifications shall be no later than 2 weeks from advertisement date. **The deadline for receipt shall be on January 12, 2010 at 2:00 P.M.** Any proposal received after this time shall not be considered.
- D. The municipality reserves the right to cancel or postpone indefinitely any phase or aspect of this project at any time subject to the terms of the contract negotiated with the firm.
- E. Submission of a proposal constitutes express acceptance by the proposer of all provisions of this RFQ including all attachments.

Organization

Each proposal shall be sealed and include the following, organized as follows:

Technical Proposal

1. Cover letter stating the firm's ability and willingness to perform the services described in this RFQ and signed by the person(s) authorized to enter into a contract.
2. General qualifications of the firm.
3. Qualifications specific to this type of project, including examples of similar projects completed by the firm.
 - a. Include a list with the addresses and phone numbers of current and past clients of similar projects, as they may be contacted as part of the selection process.
4. Resumes/qualifications of key personnel who will be working on the project and a description of responsibilities/involvement with this project (i.e. who

- will coordinate the project, who will run the meetings, who will prepare specific products etc.).
5. Statement of project understanding and a brief description of the necessary meetings and task project schedule.
 6. Clearly identify any assumptions, qualifications, or exceptions to the scope made in coming up with the proposal.
 7. A statement that the firm meets all of the necessary PennDOT requirements for the project.
 8. Applicants must include PennDOT special forms 254 and 255 with their submission.
 9. If the project is proposed as a joint venture between a prime consultant and a sub-consultant, insert sub-consultant proposals into the proposal package.
 - a. Sub-consultant proposals shall be in the same format as that of prime.
 - b. Indicate the location of project office(s) where work is to be done.
 - c. The history of the firm shall be included.
 - d. Indicate related construction management experience.
 - e. Include firm references.