



WEST BRADFORD TOWNSHIP

"Between the Brandywines"



Marshallton Traffic Calming & Streetscapes Improvement Project **West Bradford Township, Chester County, PA**

REQUEST FOR QUALIFICATIONS ENGINEERING & ENVIRONMENTAL CLEARANCE SERVICES

The Marshallton Gateway Project supports the preservation and smart development of a 250 year old village. The project creates a walkable, mixed use community along a 3/4 mile corridor. The project will create a uniform sidewalk system; establish traffic calming, welcoming gateways at the village entrances; create pedestrian crosswalks; and add roadside improvements and on-street parking through the village.

The Board of Supervisors of the Township intends to retain the services of a qualified consultant or consulting team to provide professional services for the final engineering & environmental clearance portion of 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	Submission of Proposal
APPENDIX	A – Preliminary HOP Design for Construction

SECTION I - PROJECT DESCRIPTION

This federally funded project supports the preservation and smart development of a 250 year old village. The project creates a walkable, mixed use community along a 3/4 mile corridor. The project will create a uniform sidewalk system; establish traffic calming, welcoming gateways at the village entrances; create pedestrian crosswalks; and add roadside improvements and on-street parking through the village.

The project is located in the Village of Marshallton, West Bradford Township, Chester County. Marshallton is a linear village located along West Strasburg Road (S.R. 0162) and Sugar's Bridge Road (S.R.3059). It is a National Register Historical District.

History

This project originated as a locally funded highway occupancy project subject to PennDOT review and approval due to the fact that the main roadways in the village are state-owned. Preliminary design and right-of-way acquisition are substantially complete.

Due to the receipt of Federal funding for the project, it is now subject to additional design and review requirements. This RFQ is soliciting consultants for this final review and permitting process as outlined in the following task section.

Due to its funding source, the project is subject to strict time requirements. All of the final design and approvals will be required by August of 2010. The Township is placing particular importance on the ability of the selected consultant to meet this timeline.

Replying consultants must possess all appropriate certifications as determined by the FHWA, PennDOT, and/or any other governing agency are required.

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 (in blue).

Task	Status	Notes
Project Planning	Completed	West Bradford Township & Thomas Comitta Assoc.
Right-of-Way Acquisition	Completed	West Bradford Township
Topographic Survey	Completed	E.B. Walsh, Inc.
Preliminary Design	Completed	McMahon Associates
Environmental / Cultural Clearances	To be Awarded	Selected Consultant
Document Preparation for PennDOT Design Review	To be Awarded	Selected Consultant
Final Design Review / Approval	To be Determined	PennDOT
Bid Specifications/PennDOT ECMS Process	To be Awarded	Selected Consultant
Bidding	Fall of 2010	PennDOT
Bid Award	Winder 2010	West Bradford Township / PennDOT
Construction Start	Spring 2011	Selected Contractor(s)

SECTION III - CONSULTANT QUALIFICATIONS AND REQUIREMENTS

These requirements shall apply to the consultant(s) selected to undertake the design 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. Have worked on at least two projects that have utilized FHWA funding and have demonstrable experience in working with PennDOT on project design and PennDOT review coordination.
3. The prime 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 engineering design.
4. The consultant(s) must be able to meet the strict timelines that the project is under.
5. Previous work on TE, CMAQ or similar projects is a plus.
6. Previous work on traffic calming and streetscape design projects is a plus.
7. Applicants may subcontract portions of the work out to qualified parties (e.g. CE and Section 106 reviews), however a majority of the engineering work must be completed by staff of the firm submitting the proposal.
8. This project requires a 10% Disadvantaged Business Enterprise (D.B.E.) requirement. The requirement may be satisfied either by the primary consultant or by a subconsultant.

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

Prospective respondents should note that the successful firm cannot submit a response for the project's construction inspection services RFQ that will be forthcoming at the conclusion of the design phase.

West Bradford 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. 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 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:

- Engineering Design Experience on PennDOT/FHWA projects;
- 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;
- Experience in working on Transportation Enhancements, CMAQ, HTS, SRS and/or PCTI projects in Pennsylvania;
- Experience and Qualifications of Personnel Assigned to the Project and the Availability of Staff to Undertake Needed Services;
- Understanding the Municipalities' Needs and Requirements, and the Approaches Necessary for Meeting Them;
- Experience in utilizing the PennDOT ECMS system; and
- Availability of Offices within a 2 hour Drive of Downingtown, PA.

The final selected consultant shall be required to provide a "Technical 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, last revision. The administration of the project shall follow PennDOT Publication 93-C.

SECTION V - SUBMISSION OF PROPOSAL

General

- A. Any questions specific to this RFQ shall be directed to Vince Visoskas, West Bradford Township, Assistant Township Manager at 610-269-4174 or asstmgr@westbradford.org.
- B. It is desired that interested parties applications be submitted via e-mail to asstmgr@westbradford.org in pdf format. However, electronic copies in other formats or paper copies will be accepted for review with prior approval.

With prior approval, hard copies of the proposal may be delivered to:

West Bradford Township
Marshallton Streetscapes RFQ
1385 Campus Drive
Downingtown PA 19335

- C. **The deadline for receipt of a statement of interest and accompanying qualifications shall be no later than Friday, February 5, 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 firm(s) of all provisions of this RFQ including all attachments.

Organization

Each proposal shall include the following:

- A. **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. 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 streetscapes and traffic calming design experience.
 - e. Include firm references.

APPENDIX A – Preliminary HOP Design for Construction

This appendix is an attachment consisting of a pdf file of the HOP plans and may be downloaded separately.