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October 28, 2024

West Whiteland Township is seeking proposals from qualified engineering firms or individuals licensed to practice in the Commonwealth for the following professional engineering services:

- Subdivision and Land Development Review
- Site Inspection
- Municipal Project Design and Management
- Grant Applications
- MS4 and Stream Protection Program Management
- Wastewater Collection and Treatment
- Traffic Design and Engineering
- Sustainability Initiatives
- Technical Skills - GIS

Respondents may reply to one, several, or all of the requested services listed above. Eligible firms or individuals are encouraged to submit proposals in accordance with the attached Request for Proposals.

This request for proposals is being solicited in accordance with best practices for routine review and evaluation of professional consultants appointed by the Board of Supervisors.

Proposals are due November 21, 2024, by 1:00 PM EST.

The selected respondent will be appointed at the January 6, 2025, meeting of the Board of Supervisors.

Questions about this request may be addressed to administration@westwhiteland.org

REQUEST FOR PROPOSAL



MUNICIPAL ENGINEERING SERVICES

Introduction

West Whiteland Township, Chester County, Pennsylvania, is located in the heart of Chester County, with the intersection of Business Route 30 and PA Route 100 at our center. We have long been known as the Crossroads of Chester County. West Whiteland Township (the “Township”) occupies about 13 sq. mi. and its current population is approximately 20,000. The Township is governed by a three-member Board of Supervisors elected to six-year terms. The Township is a Township of the Second Class.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified engineering firms or individuals licensed to practice in the Commonwealth. The respondent should have substantial experience in the areas of practice specified in the scope of services. Respondents may reply to one, several, or all of the requested services.

Attendance at meetings of Board of Supervisors, Planning Commission and other Board or Commission meetings upon request and be willing to meet privately with applicants as may be directed or allowed by staff. The Board of Supervisors meetings take place the second and fourth Wednesday of each month. The Planning Commission voting session takes place the first and third Tuesday of each month.

The Scope of Services includes but is not limited to:

1. Subdivision and Land Development Review

- a. Provide technical review of site plans and provide verbal and written feedback to applicants, the Board of Supervisors, and appointed officials to understand and direct outcomes towards compliant designs that improve the community. Assist staff with the management of post-approval land development agreements on behalf of the Township and review and inspect construction for conformance with plans and codes.

2. Site Inspection

- a. Provide site inspection services for private land development and public projects issued by the Township. Verify compliance with plans, engineering, and common practice. Verify release of funds and document and take correction action to cure deficiencies.

3. Municipal Project Design and Management

- a. Design a full array of public works type projects including transportation infrastructure systems, park and recreation facilities, 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.
- b. Assist the Township with bidding and awarding construction contracts.

4. Grant Applications

- a. Assist in identifying and applying for public funding partnerships for municipal projects in all areas (i.e. roads, parks, sewers, stormwater, etc.).

5. MS4 and Stream Protection Program Management

- a. Assist in the managing the Township's stream MS4 program with an annual maintenance and capital program. Identify, design, cost estimate, bid, and manage construction projects using green stormwater infrastructure to reduce volume of stormwater runoff and improve water quality. Provide guidance regarding interpretation and enforcement of our floodplain regulations.

6. Wastewater Collection and Treatment

- a. Design and manage construction of wastewater treatment components for the Township's three pump stations. Procure, select, and manage construction and maintenance projects. Provide oversight and prepare documents for State regulatory compliance.
- b. Provide oversight for the maintenance, design, and improvements of wastewater collection system of gravity, force mains, and pump stations.

7. Traffic Design and Engineering

- a. Provide oversight and lead the design and construction of road, bike, and pedestrian improvements to further the Township's goal of complete streets. Assist the Township with navigating permitting, maintenance, grants, and all interactions with county, state, regional, and federal agencies.

8. Sustainability Initiatives

- a. Provide insight and assist in the management of sustainable infrastructure projects. Assist the Township with permitting, maintenance, grants, and all interactions with county, state, regional, and federal agencies concerning sustainable projects.

9. Technical Skills - GIS

- a. The selected engineer shall be fluent in all best practices and techniques for managing geographic information and work within the Township's standards of information management.

Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1) Executive Summary

a) Each proposal should be accompanied by an executive summary on company letterhead which summarizes the proposal and is signed by an authorized person.

2) List the areas from Scope of Services that your firm is submitting a proposal for and in priority order. Please list the range of expenses for each task involved in the services provided.

3) Firm Experience and Qualifications

a) Provide an overview of the firm and its qualifications and indicate which services in the scope are included in the proposal. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.

b) Describe your firm's relevant municipal practice responsive to the scope of service.

c) Describe your firm's recruitment and retention policies and describe how you are compliant with Equal Opportunity Employer standards.

d) Does your firm have a formal diversity and inclusion policy or initiative? If so, please describe the applicable policy.

e) Submit evidence of relevant insurance coverage.

f) Submit three (3) references from different municipalities of similar size.

4) Engineering Services Team

a) Provide summaries or resumes of experience for each individual who would be assigned to represent the Township. Describe the specific roles that each person would be expected to play and identify the lead or senior engineer. Indicate licensure status of each individual.

5) Conflicts of Interest

a) Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Township.

b) Second, describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Township.

c) Third, describe any other matter that your firm believes may create a conflict of

interest or the appearance of a conflict of interest in representing the Township and the manner in which such conflicts described in this paragraph will be resolved.

6) Litigation

- a) Provide a brief summary of any judgments issued against your firm in favor of any of your current or past municipal clients.
- b) Provide a brief summary of any settlement agreements entered into by your firm resulting in a payment to a past or current municipal client related to work performed on their behalf.

7) Collaboration

- a) Provide a list of the supporting services that will be needed from the Township.
- b) Describe what you believe to be your areas of discretion with respect to your work on behalf of the Township.
- c) Describe what you need from the Township to successfully complete a project.
- d) Describe a time that your firm suggested a creative solution to a problem.
- e) Describe a time you identified a partnership with another agency or other opportunity to resolve a unique problem.
- f) Provide a brief evaluation of a project you worked on for a municipal client. What challenges did you experience?
- g) Describe how your firm communicates with its municipal clients on the following topics:
 - i) Routine billing, annual budgeting and expenses;
 - ii) Timeframes for completion of work;

8) Fee Proposals

- a) Provide an hourly fee proposal for lead engineer, associates, and staff as applicable and specify the minimum billable time increment. The fee proposal should include any reimbursable expenses or overhead charges. Please include the amount of time the proposed fees will remain unchanged.

9) Evaluation Criteria and Selection Process

- a) Staff reserves the right to:
 - i) Select a proposal in its entirety or some portion(s) thereof
 - ii) Reject any and all proposals, in whole or in part
 - iii) Waive irregularities
 - iv) Request oral presentations and/or interviews
 - v) Make the final selection using criteria wholly at the discretion of the Township
 - vi) Final staff recommendations will be provided to the Board of Supervisors for

their approval and appointment.

b) Criteria Descriptions:

- i) The Firm's ability to support and provide expertise in the application of engineering principles and practices within the selected scope of services.
- ii) The Firm's relevant municipal experience and extent to which the Firm's team is qualified to successfully complete all tasks identified in the selected scope of services.
- iii) The Firm's understanding of the Township's overall growth and providing the capacity to assist in the management of projects that come from scope of services.
- iv) The Firm's understanding of various grant programs and ability to assist the Township in these programs processes from start to finish.

10) Proposal Submission

- a) Proposals shall be submitted via email to administration@westwhiteland.org with the subject "Engineering RFP" by Thursday November 21, 2024, at 1:00 p.m.

End of Request for Proposal