

**REQUEST FOR PROPOSALS**

**PROFESSIONAL ENGINEERING SERVICES  
ASSOCIATED WITH THE BOROUGH OF HELLERTOWN,  
NORTHAMPTON COUNTY, PENNSYLVANIA  
COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES  
DURING CALENDAR YEAR 2023, 2024, 2025**

**Proposals Solicited by:**

**Borough Council  
Borough of Hellertown  
685 Main Street  
Hellertown, PA 18055**

Date of Posting: 02/08/23  
Contact: Cathy Hartranft, (610) 838-7041

#### REQUEST FOR PROPOSALS

Borough of Hellertown is requesting proposals for Professional Engineering Services necessary during calendar years 2023-2025, for its Community Development Block Grant (CDBG) Program. These services include all necessary survey, engineering design and specifications for: the bidding of and contracting for CDBG-funded projects in the Borough. The Borough may also require inspection services for these projects. Complete proposal details, including the required proposal format, are available at [www.hellertownborough.org](http://www.hellertownborough.org). Information may also be obtained by contacting Cathy Hartranft, Borough Manager, 685 Main Street, Hellertown, PA 18055 610 838 7041.

Proposals will be accepted until 9:00 a.m., prevailing time, 03/01/23, at which time they will be publicly opened at Borough Hall. Proposals shall be on the forms required, sealed and clearly marked on the outside, "**Borough of Hellertown CDBG Engineering Services Proposal**," and submitted to Borough Hall, 685 Main Street, Hellertown, PA 18055.

Cathy Hartranft  
Borough Manager

**REQUEST FOR PROPOSALS**  
**FOR**  
PROFESSIONAL ENGINEERING SERVICES,  
ASSOCIATED WITH BOROUGH OF HELLERTOWN, NORTHAMPTON COUNTY,  
PENNSYLVANIA  
COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES  
DURING CALENDAR YEARS 2023-2025

Borough of Hellertown anticipates using Community Development Block Grant Funds to undertake various ADA Accessibility projects in 2023, 2024 and 2025.

Borough of Hellertown is hereby requesting proposals for Professional Engineering Services for the survey, design, bidding, and supervision of these projects.

The following narrative outlines the major responsibilities of the bidders. These responsibilities include the provision of engineering; assistance for each project from survey to design to final inspection. It should be recognized by all bidders that the Scope of Services included herewith may exclude some minor, incidental engineering responsibilities not currently identifiable.

Proposals shall include the attached "Standard Engineering Estimate". Proposals will be accepted until 9:00 a.m., prevailing time, 03/01/23, at which time they will be publicly opened at the Borough Hall. Proposals shall be on the forms required, sealed and clearly marked on the outside, "**Borough of Hellertown CDBG Engineering Services Proposal**," and submitted to Borough Hall, 685 Main Street, Hellertown, PA 18055.

Questions regarding this proposal should be directed to Cathy Hartranft, Borough Manager, 685 Main Street, Hellertown, PA 18055, 610 838 7041, [c.hartranft@hellertownborough.org](mailto:c.hartranft@hellertownborough.org)

SCOPE OF SERVICES

Preparation of Contract Plans and Specifications

The Engineer shall prepare all necessary survey, design plans and specifications to be used for the construction of the improvements, and should therefore be complete in detail and contain all necessary information. Such engineering services shall include all specifications, contract documents, plans and reports as required. Specifications shall include the contract documents for the approval of the Borough's Solicitor, as well as Bid Bond forms; the form of Construction Contract; detailed Construction Specifications; and forms for Performance and Payment Bonds. The Engineer shall be responsible for coordinating the bidding process, including printing and distributing the bid documents, publishing the required advertisements, management of any required deposits and payment of any associated costs. Insofar as Federal Community Development Block Grant (CDBG) monies are being used in the projects, forms meeting the requirements of the Pennsylvania Department of Community and Economic Development are to be used. Drawings shall conform with standard professional practice and consist of all

engineering drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings are to be prepared for structural, and all other branches of the construction work (as needed). Survey Work necessary to define the scope of work shall be provided by the Engineer. Survey work required for easements/rights of way may also be required.

The Engineer will be expected to furnish customary engineering advice and assistance necessary to enable the Borough to understand the CDBG funded project, and toward that end, attend local meetings as necessary. The Engineer shall also furnish any and all information required by federal and/or state agencies that have jurisdiction for the approval of designs and reports and shall conduct any negotiations with these or other agencies as is necessary for design approval and issuance of any necessary permits. If additional applications for public funds are to be submitted, the Engineer will aid in the preparation of the forms which require technical engineering information. If test borings or other subsurface explorations are necessary, the Engineer will furnish necessary specifications and offer advice.

The Engineer shall demonstrate a level of experience and familiarity with new and/or alternative technology that supports economic development and opens new markets for innovative infrastructure, maintenance, and environmental protection by significantly reducing operating costs and energy use.

As appropriate, the Engineer shall investigate any existing systems and advise the Borough in the most appropriate method of modifying the systems. The Engineer will be required to prepare separate bids for each of the services to be modified. Plans and specifications shall be developed in such a manner to delete or add segments should the project be over budget or under budget. Priorities shall be established by the Borough relative to these deletions or additions.

### Project Description

Borough of Hellertown anticipates receiving CDBG of federal funds for the engineering and construction of various ADA Accessibility improvements throughout the Borough.

Ramps shall be designed to meet Borough sidewalk ordinance requirement, PennDOT standard curb ramp details, and comply with Americans with Disabilities Act.

To ensure the most feasible ramp design has been obtained, should a ramp fall outside the standard PennDOT curb ramp requirements, the engineer shall supply a technically infeasible form (TIF), to be held on file at Borough.

The Borough does not currently have any topographical surveys of the project areas. The selected engineer will need to survey each area, as necessary, to design and direct construction of new handicap ramps and depressed curbs.

The engineer shall prepare all documents necessary which comply with Borough and CDBG requirements for bidding. The Engineer shall be responsible for submitting plans for review and approval by both the Borough and County CDBG administrator.

### General Supervision of Construction

The Engineer shall furnish necessary plans and specifications, assist the Borough in securing proposals or bids from contractors and generally assist with the review and awarding of the construction contracts. The Engineer shall also visit the site to observe

progress and quality of executed work, to determine if work is proceeding in accordance with contract documents, to keep the Borough informed of progress, to guard against defects and deficiencies and to disapprove work not in conformance with contract documents. The Engineer shall serve as the Borough's representative at the project site, issue all instructions to the contractors and prepare any change orders. The Engineer will also check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which the contractors are required to submit to ensure conformity with project design concept and requirements. The Borough may request resident inspection services or may provide its own inspection services and require support from the Engineer. These options are included in the cost sheet.

Where participating state and federal agencies require reports relating to construction, The Engineer shall prepare and submit such reports. The Engineer, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. All necessary plans and applications for permits, rights of way or utilities which may be involved are to be prepared by the Engineer. The Engineer will also conduct, in company of the Borough, a final inspection of the project for conformity with design concept and contract documents. When a project is complete, the Engineer will correct all drawings to show construction and installation as actually accomplished, and will furnish three sets of "As Built" prints to the Borough. In addition, the Engineer will assist the Borough's solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for solicitor's approval.

#### TERMS OF PAYMENT

The Engineer will be required to enter into a written Engineering Agreement with the Borough which will incorporate much of the information contained in this Request for Proposals. While the contract for these services is in effect, the Engineer will agree to the hourly rates/fees for engineering services (survey, design, specifications, bidding, construction supervision, and resident inspection services) as detailed in this proposal or as negotiated. Before the start of each CDBG funded project, the Engineer shall prepare and issue to the Borough an estimate of the cost for engineering services for that project (based upon the rates included in this proposal). Costs sometimes separately billed as reimbursable costs shall be declared in this proposal.

If the Borough agrees that the cost for these services is reasonable, the Borough will authorize the work based upon this project specific cost estimate. If the Borough believes that the costs are not reasonable, the Borough reserves the right to negotiate project costs with the selected engineer or seek alternate engineering services through a project specific Request for Professional Engineering Services Proposal process.

Payment shall be made to the Engineer on a monthly basis. Invoices shall be provided setting forth the project, hours worked, date and establishing the amount due based on the hourly rate as of the date of the invoice. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

## PROPOSAL SUBMISSION AND EVALUATION

Three (3) copies of the proposal must be submitted to:

Cathy Hartranft, Borough Manager  
685 Main Street  
Hellertown PA 18055

Proposals must be received no later than 9:00 a.m., prevailing time, 03/01/23.

Proposals will be reviewed and evaluated by the Hellertown Borough staff and Council. The evaluation will include the following areas in order of relative importance:

- Understanding of project scope.
- Relevant experience and past performance.
- Rates.
- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Adequacy of resources/record of completing projects on time.
- Equal Employment Opportunity/Minority-Owned Business.

## REQUIRED INFORMATION

Each engineer shall comply with all proposal information aforesaid. Further, no proposal will be considered unless the attached Standard Engineering Estimate Form is completed in its entirety.

Each bidder shall provide a minimum of two references where similar engineering services have been performed in the past. Previous experience with CDBG funded projects should also be detailed.

Bidders may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

Borough of Hellertown reserves the right to accept or reject any and all bids or to waive any irregularities.

A company profile and certificate of professional liability insurance shall be provided.

STANDARD ENGINEERING ESTIMATE

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE:

The following rates shall be in effect beginning April 1, 2023, through December 31, 2025, for CDBG projects undertaken within the Borough of Hellertown.

RATE SCHEDULE

Surveyor* .....	_____ per hour
Field Survey Work (2 man crew) .....	_____ per hour
Sr. Engineering* .....	_____ per hour
Staff Engineer .....	_____ per hour
Staff Technician/Drafting.....	_____ per hour
Construction Manager....., .....	_____ per hour
Construction Inspector .....	_____ per hour
Project Support/Administration.....	_____ per hour

\*Resume to be provided.

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the Borough of Hellertown Request for Proposals, and I/we am/are prepared to provide the required services for the above rates of reimbursement.

(Seal)

ATTACH PROJECT REFERENCES

ATTACH LIMITS OF PROFESSIONAL LIABILITY INSURANCE