



**REQUEST FOR QUALIFICATIONS
CIVIL ENGINEERING SERVICES
ASSOCIATED WITH AUTHORITY FUNDED
COMMUNITY AND ECONOMIC DEVELOPMENT INITIATIVES**

The Redevelopment Authority of the County of Fayette, Pennsylvania is seeking qualifications from interested firms capable of providing general civil engineering services on Authority funded community and economic development initiatives. These initiatives will be undertaken in various municipalities utilizing a variety of local, state, and federal funding resources. Firms interested in submitting qualifications for future consideration by the Authority may obtain additional information and a proposal packet by visiting the Authority's web-site at www.racfpa.org or by contacting:

Andrew P. French, Executive Director
Fayette County Redevelopment Authority
86 West Main Street
Uniontown, Pennsylvania 15401
Phone: 724-437-1547 ext. 210
E-Mail: afrench@racfpa.org

Minority and Women-owned Businesses and Disadvantaged Businesses are encouraged to submit their qualifications. All proposals must be submitted no later than 3:00 PM, Tuesday, November 3, 2015 to the address listed above.

GENERAL SCOPE OF SERVICES

Periodically, the Redevelopment Authority of the County of Fayette, Pennsylvania requires the services of consulting civil engineering firms to assist with the implementation of Authority funded community and economic development initiatives. These initiatives are annually undertaken by the Authority in various municipalities throughout Fayette County utilizing a variety of local, state, and federal funding resources.

Summary of Services Required

The specific services needed on a project by project basis will include the following:

- ▶ Consult with various municipalities and the Redevelopment Authority to estimate the type, size, location, and project costs of construction of specific public improvements.
- ▶ Prepare final designs for such improvements, consulting with the municipality, the Redevelopment Authority, and any relevant municipal authority during preparation. Prior to bidding, approval of final design and specifications must be obtained from the municipality and, if appropriate, the municipal authority.
- ▶ Provide detailed bid forms and technical specifications for inclusion in bidding documents, and review other contract documents to assure that all local, state, and federal terms and conditions are appropriately included.
- ▶ Secure all necessary permits required by any governmental agency.
- ▶ Inspect and observe construction work in progress to the extent necessary to assure that work is accomplished in accordance with the specifications.
- ▶ Attend bid openings, preconstruction conferences, job progress meetings, and final inspection conferences. Following the opening of any bids, develop tabulation and perform evaluation to advise municipality of the lowest responsible bidder.
- ▶ Provide "as built" drawings of the completed project.
- ▶ Provide such other services as the consulting engineer that the Redevelopment Authority and / or municipality may find necessary to carry out program objectives. This may include but is not necessarily limited to preparing property surveys of lands which must be acquired for proposed improvements.

EVALUATION OF QUALIFICATIONS / SELECTION OF FIRMS

Qualification packets submitted by firms will be maintained on file by the Authority and reviewed periodically as civil engineering services are needed for Authority-funded initiatives. All reviews and evaluations of qualifications will be completed by the Authority, and may include consultation with representatives from the municipality in which the project will be located. The Authority may request additional project-specific information and technical proposals from firms during this review process.

Following the evaluation of qualifications, the Authority will negotiate the cost for services with the most qualified firm selected. In the event that an acceptable agreement can not be negotiated with the most qualified firm, the Authority may also attempt to negotiate with other interested firms. The following form will be utilized to evaluate the qualifications of proposers for each project:

Name of Engineering Firm:		
Contact Person:		
Reviewed By:		
Selection Criteria	Rating (1 to 10)	Comments
1. Specific Engineering Activities Proposed (10 points) <ul style="list-style-type: none"> • Did the firm adequately describe specific engineering activities necessary to successfully implement infrastructure projects related to community and economic development initiatives? 		
2. Direct Project Experience (20 points) <ul style="list-style-type: none"> • Does the firm possess any direct experience with Authority-funded projects? • Has the firm provided services in the past for similar types of projects? 		
3. Special Knowledge (25 points) <ul style="list-style-type: none"> • Does the firm possess any special knowledge related to projects being implemented by the Authority? • Does the firm have prior experience working with the local, state, and / or federal agencies which will be involved with the project? 		
4. Capacity of Firm (25 points) <ul style="list-style-type: none"> • Does the firm possess the capacity to carry out the activities proposed? • Is the firm capable of performing within the specified project schedule? 		
5. Prior Working Experience with Authority (20 points) <ul style="list-style-type: none"> • Has the firm provided services to the Authority in the past? • If yes, were the services provided acceptable? 		
Total Rating Points (out of 100):		
5. Did the firm provide information which would qualify it as any of the following? (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> Labor Surplus Area Business <input type="checkbox"/> Small Business <input type="checkbox"/> Located within the Jurisdiction of the Municipality or the County 		
Other Comments:		

SUBMISSION REQUIREMENTS

Proposers are required to submit **one (1) original packet** of their qualifications to the Redevelopment Authority at 86 West Main Street, Uniontown, Pennsylvania 15401. Initial proposals must be submitted no later than **3:00 PM, Tuesday, November 3, 2015**. After this initial deadline, the Authority will accept qualifications from firms wishing to provide services on Authority funded community and economic development initiatives perpetually, meaning that new firms may submit their qualifications to the Authority at any time.

To be considered, firms must respond in their proposals to the following:

I. Profile of Firm

Name of Company: _____

Address: _____

Tax Identification Number: _____

Firm Owner(s) / Principals _____

Primary Contact Person: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Indicate the Following
Which Apply to You
Company:

- Minority-Owned Business Enterprise
- Woman-Owned Business Enterprise
- Disadvantaged Business Enterprise
- Labor Surplus Area Business
- Small Business
- Located within the Jurisdiction of the Municipality or the County

Statement of Offeror

The undersigned hereby acknowledges the following:

1. That to the best of its knowledge and belief, all factual information provided herein is true and correct.
2. That it will at all times indemnify and hold harmless the Redevelopment Authority of the County of Fayette, Pennsylvania and its assignees against all loses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Authority's acceptance, consideration, or rejection of this proposal.
3. That no revised representations may be made in connection with this proposal once the deadline for acceptance of proposals has passed unless requested in writing by the Redevelopment Authority of the County of Fayette, Pennsylvania or its assignees.
4. That, if selected for participation in a project, it will abide by all applicable regulatory and statutory provisions.

The undersigned, being duly authorized, has caused this document to be executed in its name on this _____ day of _____, 20____.

By: _____
Signature

Title

II. Experience / Capacity of Firm

- ▶ Describe your firm's experience working on various community and economic development projects.
- ▶ Detail your firm's experience in providing civil engineering services on specific types of projects (i.e. water and sanitary sewer systems, storm sewer systems, road reconstruction, site excavation, etc.).
- ▶ Identify the specific personnel who would be directly involved in Authority funded projects and highlight their relevant experience (attach resumes as applicable).
- ▶ Describe any special knowledge which your firm possesses which will enable it to advantageously serve the Redevelopment Authority and its partners.
- ▶ Describe your firm's experience working on state and federally funded projects (i.e. projects funded through CDBG, RACP, USDA, PENNVEST, etc.).
- ▶ Describe your firm's experience in working with other municipal authorities and local and regional municipalities.
- ▶ Indicate which municipalities and private enterprises your firm has provided services for recently related to project being implemented by the Authority. Also, list all municipalities in Fayette County which have specifically designated your firm as their municipal engineer.

III. References

List specific municipalities, organizations, and private enterprises which will be able to provide referral services for your firm. Provide the following for each reference:

- Name of Referral Municipality / Organization / Company
- Project Name(s)
- Brief Description of Project(s)
- Your Firm's Role in the Project(s)
- Specific Contact (providing their title or role with the project(s))
- Contact Information (Address, Phone, and E-mail)

Referral municipalities and organizations provided should have utilized the firm's services for similar activities requested in this RFQ.

IV. Required Certifications and Forms

- SF-330: Architect-Engineer Qualifications

Questions About the RFQ

Questions regarding this RFQ Packet should be to:

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