



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701
Tel: (570) 327-6746 ♦ Fax: (570) 320-2111 ♦ Email: mtoon@lyco.org

REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES

ISSUE DATE: JULY 31, 2020
DUE DATE: AUGUST 21, 2020

Bidders may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. All Bidders are required to contact the Lycoming County Chief Procurement Officer and place his/her company name on the Bidders' List. This will ensure that each Bidder receives any and all addenda that may apply to the current proposal package. Failure to receive all current information could result in your company submitting an inaccurate proposal, which may be disqualified by the County.

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SECTION 1
NOTICE TO BIDDERS

Legal Ad
Sun Gazette
To Be Run: July 31st and August 4th

NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for **Professional Consulting Engineering Services**. Proposals are due by **Friday, August 21, 2020, at 5:00 P.M. EST**. Proposals will be opened on **Tuesday, August 25, 2020, at 10:00 A.M. EST** in the Commissioners' Meeting Room, Lycoming County Executive Plaza Building.

Proposals shall be mailed or delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFP for Professional Consulting Engineering Services**."

Questions regarding this request for proposal shall be directed to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org.

Bidders may download the proposal by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

COUNTY OF LYCOMING

Scott L. Metzger
Tony R. Mussare
Richard Mirabito

Attest:
Matthew M. McDermott
Chief Clerk

SECTION 2

**PROPOSAL INFORMATION
AND
INSTRUCTIONS**

PROPOSAL INFORMATION AND INSTRUCTIONS

2.1 Definitions

Request for Proposal (RFP)	All documents, whether attached or incorporated by reference, used to solicit competitive sealed bids / proposals.
County	County shall be synonymous with the Lycoming County Board of Commissioners.
Bidder / Respondent	A firm, individual, or corporation submitting a proposal in response to this RFP.
Addendum	A written change, addition, alteration, correction or revision to a proposal or contract document.
Bid / Proposal	The formal response to the RFP.
Contract	The agreement that results from this competitive procurement, if any, between the County and the vendor identified.
Contractor / Vendor / Successful Bidder	The Bidder(s) that will be awarded a contract pursuant to this solicitation and are responsible performing the service or supplying the good as defined in the contract.
Subcontractor	Any person other than an employee of Respondent who performs any services listed in this RFP.
Services	The work identified in this RFP as to be performed by Vendor under the ensuing contract.
Goods	The equipment or items identified in this RFP as to be supplied by Vendor under the ensuing contract.
Work	The required services and required goods.

2.2 Purpose and Intent of Proposal. This Request for Proposal (RFP) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this Request for Proposal (RFP) to cover the terms and conditions under which a successful Bidder shall be responsible to provide professional consulting engineering services on as needed basis to the County of Lycoming (hereinafter “County”) through sealed proposals.

The County is seeking to identify and select two (2) Bidders to perform the work as listed above. The selected Bidder shall perform work in accordance with the Scope of Work and the RFP. However, the County reserves the right to award multiple contracts in any combination that best serves the interest of the County.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

2.3 Receipt of Proposal Package. The County’s Purchasing Department and the Controller’s Office are the sole authorities to provide the RFP package to Bidders. Bidders who are working from an RFP package obtained from any other source may be working from an incomplete set of documents. The

County assumes no responsibility for a proposal's errors, omissions or misinterpretations resulting from a Bidder's use of an incomplete RFP package.

Bidders are advised to contact the Purchasing Department to provide his/her company's name, address, telephone number, fax number and contact name. This will ensure the Bidder will receive all communication regarding the RFP such as addenda and clarifications.

- 2.4 Examination of Proposal.** Bidders shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Bidder of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation.

Proposals will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the proposal documents including the specifications and all requirements thereof of the RFP. It is understood that submission of a proposal indicates full acceptance of the same by the parties submitting the proposal. Furthermore, by submitting a proposal the Bidder waives the right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Bidder through examination of all documents, or raising a question regarding requirements prior to submitting a proposal.

- 2.5 Preparation of Proposal.** The County shall not be responsible for any costs associated with the preparation or submittal of any proposal. All costs are entirely the responsibility of the Bidder.

- 2.6 Communications.** All questions regarding this RFP shall be submitted in writing to Mya Toon, Lycoming County Chief Procurement Officer, at mtoon@lyco.org. Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFP or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than Friday, August 14, 2020, 5:00 P.M. EST.

- 2.7 Addenda/Amendments to Proposal.** All changes in connection with this proposal will be issued by the Purchasing Department in the form of a written addendum. All addenda will be posted to the County Purchasing Department's page on the County website (www.lyco.org) at least seven (7) days prior to the deadline for RFP submissions. It is the Bidder's responsibility to check the website and ensure they have all applicable addenda prior to proposal submission. Signed acknowledgement of receipt of each addendum must be submitted with the proposal.

- 2.8 Deadline and Opening of Proposal.** Proposals must be received no later than Friday, August 21, 2020, 5:00 P.M. EST. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, August 25, 2020, in the Commissioners' Board Room located on the 1st Floor of the Lycoming County Executive Plaza Building. A summary of proposals received, including company name and proposal amount will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours of the proposal opening.

The Bidder warrants the proposal price(s), terms and conditions stated in his/her proposal shall be firm for a period of 60 days from the date of the proposal opening.

2.9 Important Dates. The following lists important events and deadlines regarding the RFP.

Issue Date:	July 31, 2020
Final Date for Written Questions:	August 14, 2020
Deadline for Submitting Proposals:	August 21, 2020
Opening of Proposals:	August 25, 2020

2.10 Submission of Proposal. An original and five (5) complete copies must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFP for Professional Consulting Engineering Services." Proposals shall be submitted to the Lycoming County Controller's Office, Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Late proposals shall not be accepted. Proposals must be mailed or hand-delivered. Proposals delivered by fax or electronic means are not acceptable and will not be considered.

All proposals must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFP package.

The County may waive minor informalities or irregularities in the proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Bidders. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the proposal by giving a Bidder an advantage of benefits not enjoyed by other Bidders.

2.11 Public Disclosure. All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure once the proposal is awarded.

A summary of proposals received, including company name and proposal amount will be posted on the Purchasing Department's page of the County's website (www.lyco.org) within 48 hours of the proposal opening.

2.12 Exceptions. A proposal submitted in response to this RFP constitutes a binding offer to comply with all terms, conditions, special conditions, general specifications, and requirements stated in this RFP, except to the extent that a Bidder takes exception to such provisions. To take exception to a provision of this RFP, the Bidder must clearly identify in the PROPOSAL EXCEPTION FORM: (a) the number and title of each section of this RFP that the Bidder takes exception to; (b) the specific sentence within such section that the Bidder takes exception to; and (c) any alternate provision proposed by the Bidder.

2.13 Modifications/Withdrawal of Proposal. Proposals may be modified or withdrawn prior to the submittal deadline. Requests for withdrawals or modifications of proposals received after the proposal submittal deadline will not be considered except as otherwise provided in the following paragraph. Bidders desiring to modify or withdraw his/her proposal, must submit the purpose for modification or withdrawal in writing to the County Chief Procurement Officer prior to the submittal deadline. Bidders may resubmit proposals provided it is prior to the scheduled submittal deadline.

After proposal opening, the Chief Procurement Officer may allow a Bidder to modify or withdraw its proposal without prejudice if clear and convincing evidence supports the existence of a material and substantial error, an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the proposal.

Requests to modify or withdraw the proposal must be made in writing to the Chief Procurement Officer within two (2) business days after opening the proposals.

2.14 Evaluation of Proposals. Proposals will be evaluated in accordance with the required scope of work as listed in this RFP. At the County's discretion, a proposal may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, proposals will be evaluated for the ability of the Bidder to provide, in the County's opinion, the best overall solution to meet the County's objectives.

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of proposers based upon his/her written proposals. If the team determines that it is in the best interest of the County to require oral presentations and/or interviews, the highest ranking proposers will be invited to make such presentations and/or demonstrations. Those proposers that participate will then be scored, and the final ranking will be made based upon those scores.

2.15 Rejection or Disqualification of Proposals. A proposal that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.

The County reserves the right to waive a proposal's minor irregularities if rectified by Bidder within three (3) business days of the County's issuance of a written notice of such irregularities.

The County reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Bidder.

Issuance of this RFP in no way constitutes a commitment by the County to award a contract. The County reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this solicitation if it is determined to be in the best interest of the County.

Any Bidder who has demonstrated poor performance during a current or previous Agreement with the County may be considered a non-responsible Bidder and his/her proposal may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

2.16 Award of Proposal. Award of any proposal is contingent upon available budget funds and approval of the Lycoming County Board of Commissioners. The County will award the contract(s) to the best responsible, responsive Bidder who meets all terms, conditions, and specifications of the RFP, within 60 days of the opening of the proposals. Submitted proposals shall remain valid during this 60 day period.

The County reserves the right, in its sole and absolute discretion, to accept or reject any and all proposals or parts thereof, or to accept such proposal as they deem to be in the best interest of the County.

An official letter of acceptance will be forwarded by the County to the successful Bidder after proposal selection and prior to contract award.

SECTION 3
GENERAL TERMS
AND
CONDITIONS

3.1 Bidder's Certification. By submitting a proposal, the contractor is certifying that it and its Principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

3.2 Warranties and Representations

The Contractor shall comply with all Federal, State, County and municipal laws, ordinances and regulations. The Contractor shall not discriminate against any employee or applicant due to sex, race, color, creed, national origin or ancestry. The Contractor further certifies he is eligible to perform this contract under local, state and Federal law, is not now and has never been debarred from performing Federal or State government contract.

3.5 Use of Proposal Forms. The proposal shall be made on the proposal forms included in this RFP and all applicable blanks on such forms shall be filled in. **A Bidder's failure to submit proper documentation may result in the County's rejection of the proposal.**

Any and all documents required by the RFP that require a notarization must include the signature and seal of the notary public as required by the state in which the notary is commissioned. For those states that do not require an embossed notary seal, a Notarization Affidavit must be completed and submitted with the proposal. Proposals and required documentation submitted without the embossed seal and without the Notarization Affidavit, as applicable, may be rejected at the time of proposal opening.

For each line item offered, Bidders shall show both the unit price and extended price. In case of a discrepancy between the unit price and extended price, the unit price will be presumed to be correct and the extended price shall be corrected accordingly.

3.6 Non-Collusion Affidavit. The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antbid-Rigging Act, 62 Pa. C.S.A. §4501 et seq. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party. The term "complementary bid" as used in the Affidavit has meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or non-competitive proposal, and any form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file a Non-Collusion Affidavit in compliance with these instructions may result in disqualification of the proposal.

SECTION 4
CONTRACT TERMS
AND
CONDITIONS

- 4.1 Agreement/Contract.** Upon acceptance and award of a Bidder's proposal, the contract between the Bidder and the County shall be drafted from (a) the RFP and addenda, (b) the selected proposal (response to the RFP by the Bidder) and any attachments thereto, and (c) all written communications between the County and the Bidder concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.
- 4.2 Execution of Contract.** The successful Bidder must execute a written contract with the County. If the successful Bidder fails or refuses to execute the formal contract within ten (10) days of the date of contract award, award of the contract shall be voided, and all obligations of the County in connection herewith shall be canceled.
- 4.3 Contents of Contract.** The entire contents of this RFP shall become a part of the contract.
- 4.4 Term of Contract.** The contract, which results from the award of this RFP, shall commence on October 1, 2020, and shall terminate on September 30, 2023.
- 4.5 Pricing.** Bidders warrant the proposal price(s), terms and conditions stated in his/her proposal shall be firm for a period of 60 days from the date of the proposal opening. Once an award is made and a contract is in place, prices shall remain firm and fixed for the entire contract period. If the proposal includes price increases over the term of the contract, such increases must be clearly indicated in the Proposal Price Schedule. All proposal prices must include freight.
- 4.6 Evidence of Insurance.** The successful Bidder, at its expense, shall carry and maintain in full force at all times during the term of the contract, resulting from this RFP, the below insurance. The requirements are applicable to any and all subcontracts and subcontractors performing work under this contract.

Coverage	Limits of Liability
Workmen's Compensation	Statutory
General Liability/Property Damage	\$500,000 each occurrence \$1,000,000 aggregate
Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Liability/Property Damage	\$500,000 each occurrence
Bodily Injury	\$500,000 each occurrence \$1,000,000 aggregate

Prior to commencement of performance of this Agreement, Contractor shall furnish to the County a certificate of insurance evidencing all required coverage in at least the limits required herein, naming the County of Lycoming, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the County. Such certificate shall be issued to: County of Lycoming, Attn: Mya Toon, 48 West Third Street, Williamsport, PA 17701

Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

4.7 Subcontracting. The Contractor shall not subcontract any of its obligations under this contract without the County's prior written consent. In the event the County does consent in writing to a subcontracting arrangement, the Contractor shall be the prime contractor and shall remain fully responsible for performance of all obligations which it is required to perform under this contract. All sub-contractors must be qualified/licensed environmental assessment specialists.

4.8 Extra Work. No extras or additional work will be allowed or paid for unless such extras or additional work are ordered in writing by the Commissioners, and the price fixed and agreed upon before such work is performed.

4.9 Payment. The County will make payment within thirty (30) days of receipt invoice for properly received goods and services after inspection and acceptance of the material and/or work by the County. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment made within thirty (30) days under conditions as above.

If the Bidder's method of billing and payment is different than what is stated above, the Bidder must indicate the preferred method. The County will consider paying on a periodic basis as substantial portions of the work as performed, but not more than one time per month.

The County offers vendors the option to enroll in electronic payment via automated clearing house (ACH) to the vendor's provided bank account of record.

SECTION 5
SCOPE OF WORK

SCOPE OF WORK

INTENT AND BACKGROUND

The County of Lycoming (County) is hereby requesting submissions from qualified, professional consulting engineering firms (proposer) for the purpose of conducting engineering services as the primary or back-up consultant engineer for the Lycoming County Planning Commission.

The Consultant Engineer will review stormwater management plans, landscape architecture plans, street design plans and improvement guarantees. Additionally, the Consultant Engineer will provide necessary inspection services and may review As-Built plans upon request to insure completed improvements comply with approved plans. Such services will consist of subdivision and land development plan review and inspection services.

Plan approval/denial rests with Lycoming County Planning Commission (LCPC) in the administration of the Lycoming County Subdivision and Land Development Ordinance.

SPECIFIC REQUIREMENTS

A. Experience

Bidders shall describe prior consulting engineering experience in the civil engineering field as described herein, including analyzing problems, generating alternative and innovative solutions, and providing clear workable recommendations. Bidders must have previous experience with proven effectiveness in providing such services for agencies of similar size and scope (or larger). Specifically, Bidders must have the following experience:

1. Land development engineering, including: all aspects of subdivision and land development plan review.
2. Complex commercial, industrial, residential, and mixed use developments, stormwater management plans, traffic studies, hydraulic and geologic studies, designs of any improvements located in flood hazard areas, as well as water supply systems and sewage design including septic systems.
3. Familiarity with applicable engineering sections of the PA MPC, State SWM Act, State Water Act, State Oil and Gas Act, State Floodplain Management Act and all applicable PA statutes and regulations.
4. Managing conflicting viewpoints.
5. Setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.
6. Generating specific recommendations that can be realistically implemented.

B. Cover Letter

Bidders must submit a cover letter signed by an authorized representative of the entity. The cover letter must include the following:

- Indicate the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel. Bidders should identify any pending legal issues facing the firm (if applicable).
- Identify the legal name of the entity, its headquarters address, and its principal place of business.

- Indicate the name, address, and telephone number(s) of the principal contact for all communications pertaining to the RFP.

C. Executive Summary

Provide an executive summary, which explains your understanding of the County's intent and objectives and how your proposed assessment, planning and development strategy will later achieve those objectives in the implementation phase. The summary should discuss what the Bidder's approach will be for developing an implementation plan; approach to project management; strategies, tools and safeguards for ensuring performance of all required services; and a master schedule providing a recommended, logical sequencing of tasks.

D. Specialized Experience

Bidders must describe their previous specialized experience on recent projects of similar type, scope and magnitude, as described in this RFP. Bidders must provide comprehensive project descriptions for all similar projects that have commenced within the previous five (5) years.

E. Professional Qualifications

Bidders must provide a summary of the professional qualifications and experience of key personnel who may be dedicated to the services described, including subcontractors. For each person identified, Bidders must submit the following information:

- Title and reporting responsibility.
- Proposed roles, including the functions and tasks for which they may have prime responsibility.
- Pertinent areas of expertise and experience.
- Resumes or personnel profiles, which describe his/her overall experience, expertise, education and training.

F. References

Respondent must provide a minimum of five (5) references on projects of similar scope and magnitude as described in this RFP. At a minimum, the following information must be included for each reference:

- Client name, address, contact person name, telephone, and fax number.
- Description of services provided.
- Nature and extent of Respondent's involvement as lead agency.
- Identify services, if any, subcontracted, and to what other company.
- Total dollar value of the project.

G. Staffing/Management Plan

Bidders shall provide a detailed staffing and management plan for the program. The successful Bidder shall secure pre-approval from the Director of the Planning and Community Development Department for any change in the staff assigned to work with the Lycoming County Planning Commission.

H. Organizational Chart

Bidders shall provide an organizational chart of all members of the consultant team, which identifies each member of the team involved with the project by job class. The chart should show the organizational structure of the team, the specialty or position of each team member. Bidders shall identify and include all sub-contractors that would be expected to be utilized on the program.

I. Meeting Attendance

The successful Bidder must attend Lycoming County Planning Commission meetings as determined by the County Subdivision & Land Development Administrator. A fee schedule by name or classification of personnel to be assigned must be submitted.

J. Backup and/or Primary Engineer

The successful primary consultant engineer may be engaged in subdivision and land development engineering, including street design, road design and stormwater design for individuals or firms for projects within any of the municipalities under the jurisdiction of the Lycoming County Subdivision and Land Development Ordinance for the duration of the contract.

In case(s) with those sites located in the municipalities for the provision of the review services, whereby the applicant engineer is the same as the selected primary consultant engineer, whether directly or indirectly involved, the *backup* consultant engineer will be enlisted by the Lycoming County Planning Commission. Therefore, the proposal must provide a statement that the service is to be considered for:

- a) selected *primary* Consultant Engineer only,
- b) *backup* Consultant Engineer only, or;

The list of municipalities under the purview of the Lycoming County Subdivision and Land Development Ordinance (subject to change) is provided below. The current Ordinance is available to be viewed on the web-site: www.lyco.org.

- 1. Townships: Anthony Township, Brown Township, Cummings Township, Cogan House Township, Gamble Township, Jackson Township, Jordan Township, Limestone Township, McHenry Township, McIntyre Township, McNett Township, Mifflin Township, Mill Creek Township, Moreland Township, Muncy Township, Penn Township, Piatt Township, Pine Township, Porter, Township, Shrewsbury Township, and Watson Township.
- 2. Boroughs: Hughesville Borough, Picture Rocks Borough, and Salladasburg Borough

K. Evaluation Criteria

Proposals will be evaluated based upon completeness, quality, and level of detail of the following criteria:

- 1. Qualifications, skills and experience.
- 2. Performance on past projects and the quality of the services to be provided. The County will conduct reference checks of current and past clients. Lycoming County Planning and Community Development Department staff may select to visit land developments reviewed or designed by the Proposer.
- 3. Timeliness, creativity and innovation of the services to be provided. Specifically, the Bidders ability to respond to the Lycoming County Planning and Community Development Department staff requests with a 48 hour turn-around period in unique circumstances and commitment to offer best management practices as an alternative to traditional techniques with no net cost increase.
- 4. Clear project management structure and a senior consultant executive who can be held accountable for quality control, timeliness, responsiveness, and leadership.
- 5. Experience and success with conflict management.

6. Value and cost to the County of services and benefits proposed. Each Proposer must provide an itemized proposal identifying the costs by tasks or services to be completed. A cost not to exceed for some items may be provided. Based on the PA MPC Section 510 (g) as guidance, "...in no event shall the fees exceed the rate or cost charged by professional consultant to the municipality (County) for comparable services when fees are not reimbursed or otherwise imposed on applicants."
7. Technical soundness of Bidder's proposal.
8. Demonstrated ability to comply with contract schedules.

Evaluation Criteria	
Completeness of response	50 points
Demonstrated ability to perform the services described	20 points
Demonstrated history of providing similar services to other entities	20 points
Expertise and qualifications	20 points
Cost relative to the scope of services	20 points
Overall proposal	50 points
TOTAL POINTS	180 points

SECTION 6
PROPOSAL PRICE SCHEDULE

PROPOSAL PRICE SCHEDULE

8.1 Tax Exempt. The County is exempt from all Federal Excise Taxes and Pennsylvania Sales Taxes, as a political subdivision of the Commonwealth of Pennsylvania. The County’s registration number with the Internal Revenue Service is 24-6000733. Prices shown in the proposal shall exclude such Federal and State taxes.

8.2 Cost Elements. Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The total amount of maximum payment must be stated.

The proposer’s method of billing must be indicated and a sample invoice shall be submitted. The preferred practice of the County is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the County will consider paying on a periodic basis as substantial portions of the work are performed, but not more than one time per month.

Bidders may utilize this table below to justify costs or Bidders may justify costs by utilizing his/her own format.

Description	Total Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT COST	\$

Total proposal price for the above named project, as per these specifications: \$ _____

Proposal Price (Written Out)

The undersigned, as Bidder, hereby declares that the total project costs as indicated above, includes all necessary work to complete this project in full according to the general specifications contained in the RFP. Services not specifically mentioned, but are necessary to provide the functional capabilities shall be listed and included as part of the cost elements.

The undersigned further understands and agrees that if the County accepts the proposal, no additional funds will be allowed beyond the stated total project costs.

Company Name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Name of person submitting proposal: _____

Signature: _____ Date: _____

When submitting a proposal, place the proposal form sheet as the top page of the proposal package and the proposal price schedule as the second page of the proposal package.

The Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

SECTION 7
PROPOSAL FORM

PROPOSAL FORM

Important note to Bidders:

It is essential that submitted proposal complies with all of the requirements contained in the RFP. The undersigned Bidder agrees, if this proposal is accepted, to enter into an agreement with the County on the form included in the Contract Documents to perform and furnish all equipment, labor, materials, services, goods or products, hereafter referred to as WORK, as specified or indicated in the contract documents.

This proposal is submitted to:

Lycoming County Controller's Office
Lycoming County Executive Plaza Building
330 Pine Street, 2nd Floor
Williamsport, PA 17701

This proposal is submitted on _____, 20_____. This proposal is valid for 60 days from the date of the public opening of the proposals.

This proposal is submitted by:

Company Name: _____

Company Address: _____

Main Telephone: _____ Main Fax: _____

Communications and questions concerning this proposal are to be directed to:

Contact Name / Title: _____

Contact Telephone: _____ Fax: _____

Contact Email: _____

In the event your company is awarded a contract as a result of the RFP, the following individual will serve as project liaison/manager:

Name / Title: _____

Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Receipt of Amendments (if applicable)

In submitting this proposal, Bidder represents that they have received and examined the following RFP Addendums:

Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____

Delivery Schedule

Bidder commits that services will be completed no later than September 30, 2023.

Proposal Pricing

Unless items are specifically excluded in the proposal, the County shall deem the proposal to be complete and shall not be charged any costs above and beyond the proposal amount as set forth by Bidder herein.

Total Proposal Price	\$ _____
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Prices as stated herein shall remain firm throughout the life of the contract.

Authorized Signature of Bidder

The proposal form must be signed by an individual with actual authority to bind the company.

Company Type (check one):

- Sole Proprietorship Partnership Corporation Joint Venture

Bidder attests that:

1. He/she has thoroughly reviewed the County's RFP for Professional Consulting Engineering Services and that this proposal is submitted in accordance with the RFP requirements;
2. He/she has made due allowance in the proposal for all contingencies.

Corporations: The proposal must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer. If any employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this proposal. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the proposal.

Company Name

Federal ID#

Street Address

PO Box

City

State

Zip

Telephone #

Fax #

WITNESS:

COMPANY:

Signature (see below)

Signature (see below)

Name (print)

Name (print)

Title (print)

Title (print)

SECTION 8

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antibid-Rigging Act, [62 Pa.C.S.A. § 4501, et seq](#), government agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately in behalf of each party.

The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, and intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal _____

State of _____

County of _____

I state that I am _____ (Title) of _____ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate prices(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____ (Name of Firm), its affiliates, subsidiaries, officers, and employees are not currently under investigation by any governmental agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding in any public contract, except as follows:

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the County of Lycoming in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Lycoming of the true facts relating to the submission of proposals for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract within the last three years, does not prohibit the County of Lycoming from accepting a proposal form or awarding a contract to that person, but may be grounds for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be grounds for consideration on the question of whether the County should decline to award a contract to that person on the basis of lack of responsibility.

Name: _____

Signature: _____

Title _____

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20 ____

Notary Public

My Commission Expires: _____

SECTION 9
EXCEPTION FORM

EXCEPTION FORM

Section Number	Explanation