



COUNTY OF LYCOMING

PURCHASING OFFICE

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 ENGINEERING AND SURVEYING SERVICES FOR HUGHESVILLE WATER AUTHORITY TOWER SITE

ISSUE DATE: JULY 20, 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 20th & July 24th

NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for Engineering and Surveying services for Hughesville Water Authority tower site. 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 Engineering and Surveying Services for Hughesville Water Authority Tower Site.**"

All bids shall remain firm price for 60 days after the date of bid opening.

A mandatory site walk will be held on **Wednesday, August 5, 2020, at 10:00 AM** at the Hughesville Water Authority site located at 279 Reservoir Road, Hughesville, PA. Attendance at the site walk is a prerequisite for submitting a bid. Bids will only be accepted from those who are represented at the site walk. Attendance at the site walk will be evidenced by the representative's signature on the attendance roster.

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 / Firm	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 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.

2.3 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.

- 2.4 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.
- 2.5 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 at 5:00 P.M. EST.
- 2.6 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.
- 2.7 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.

- 2.8 Important Dates.** The following lists important events and deadlines regarding the RFP.

Issue Date:	July 20, 2020
Mandatory Site Walk:	August 5, 2020
Final Date for Written Questions:	August 14, 2020
Deadline for Submitting Proposals:	August 21, 2020
Opening of Proposals:	August 25, 2020

- 2.9 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 Engineering and Surveying Services for Hughesville Water Authority Tower Site." 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 mean 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.

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 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.

2.15 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 Use of Proposal Forms. 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.

3.3 Non-Collusion Affidavit. The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antibid-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 upon award and shall terminate on February 28, 2021.
- 4.5 Option to Extend Contract Period.** The contract may be extended up to three (3) months at the bid pricing, provided mutual agreement by both parties in written form. This extension will be utilized only to prevent a lapse of contract coverage and only for the time necessary to issue and award a new Invitation to Bid, but not to exceed three (3) months.
- 4.6 Option to Renew Contract.** This contract may be renewed for either a one, two, or three year term at the bid pricing by mutual agreement of both parties in written form.
- 4.7 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.
- 4.8 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.
- 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
&
TECHNICAL SPECIFICATIONS

SCOPE OF WORK & TECHNICAL SPECIFICATIONS

INTRODUCTION

Lycoming County is currently upgrading our existing radio system to better serve the residents, businesses, tourists and public safety agencies of the county. In order to achieve the overall plan, Lycoming County will be contracting for the construction of one (1) raw land to finish tower site to improve RF coverage for our first responders. Additionally, on the same site, a second plot of land is to be cleared for the water authority to use (no further development of the second plot is required).

Lycoming County is soliciting engineering and surveying services proposals from qualified Firm to provide design services for the tower site as described herein. Below, is a scope of services of the engineering and surveying services requested for this project. The Firm must outline their qualifications and fee for the scope of services listed below. Lycoming County is seeking a 'turnkey' approach, where the Firm will provide the following:

PROJECT SCOPE OF WORK

Provide complete engineering, surveying, permitting, and related site design to construct the tower and site at the locations provided by the County. No tower design services or coordination with a tower manufacturer are required.

GENERAL REQUIREMENTS

1. The names and locations of the new proposed tower site is:
 - a. Hughesville Water Authority tower site
 - i. Latitude: 41-15-16.18 N, longitude: 76-43-16.45 W
 - ii. Street address: 279 Reservoir Road, Hughesville, PA
 - iii. Township: Wolf
 - iv. County: Lycoming
 - v. Size of site plot: 100'x100'
 - vi. Height of tower: 250'
 - b. Hughesville Water Authority land which is to be cleared (not developed) for water authority use is:
 - i. Street address: 279 Reservoir Road, Hughesville, PA
 - ii. Township: Wolf
 - iii. County: Lycoming
 - iv. Approximate size of plot to be cleared for the water authority: 100'x100'

The County will be responsible for procurement of site and leasing of the property.

2. All plan review fees shall be paid by the County and included in the cost proposal.
3. All drawings shall be produced in AutoCAD 2013 or compatible. Final AutoCAD files shall be submitted to the County.
4. Firm shall be 100% responsible for their respective discipline in order to meet all code requirements and shall revise drawings to meet County/City plan review comments at no additional cost to the County.
5. All Firms shall be fully authorized and licensed to provide professional engineering services and surveying in the State of Pennsylvania, be in good standing with their respective state boards and not be under investigation for unethical practice or standards.

6. All drawings shall be produced in 24"X36" sheet size for both digital and printing format. Drawing package shall also be provided in PDF form for reproduction purposes.
7. Firm will be required to attend an initial site visit at the proposed site to review the project for an initial design review.
8. All FAA + FCC required filings to be completed by Firm.

ENGINEERING SERVICES

A. Civil Site Engineering

The Firm shall provide a 'turn-key' proposal for civil engineering services with a lump sum price. The proposal shall include line item costs for the following services:

1. Site Grading/Site Layout – provide access road (typically gravel, typically 12' wide), to parking area (typically 20' x 30'), and tower pad (typically 100' x 100' or less). Dimensions are provided for planning purposes and are subject to change based on site and layout.
2. Storm water drainage design – meet all applicable local and state design and permitting requirements for Post Construction Stormwater Management.
3. Erosion and Sediment (E&S) control design – meet all applicable local and state design and permitting requirements for permit acquisition and construction purposes.
4. Firm shall prepare and submit all applicable Permitting documents including but not limited to; City and County E&S and PCSM permits, Site Specific E&S Applications, NPDES Permit Submittals including Notice of Intent (NOI), Local Grading Permits, and Highway Occupancy Permits (HOP's).
5. Geotechnical Testing and Report for tower design by tower manufacturer – Typical Bores to a depth of 35' below grade. Three (3) bores are required.
6. Soil resistivity Testing and Report by a qualified professional (to be used in development of site grounding design). Both a soil resistivity testing/report and geotechnical testing/report are required. The length and spacing of the resistivity intervals should be every 30' out to 300'. Two (2) line tests are required.

B. Site Design

All work to be completed in compliance with existing regulatory codes, industry standards and FAA/FCC regulations.

1. Firm will provide a preliminary legible drawing of the proposed site that shall include:
 - a. Compound layout with all applicable facilities, shelter, propane tank, generator, construction details, and tower drawings.
 - b. Lease area of site
 - c. Fencing, grounding, and electrical plan and details.

2. Firm is responsible for utility coordination and includes: submission of one-calls, coordination of site walks with the appropriate utility Firms for utility routing and any associated ROW that will be required for utility corridors.
3. Firm shall prepare Construction Drawings based on all information collected and agreed upon during the site walk phase. It should also incorporate results based on geotechnical and soil resistivity reports, tower drawings, foundations, shelter, propane tank and generator), FAA Notice, permitting and site survey (included as separate section below).
4. Facilities required at each of the tower sites are power and communications.

C. Shelter and Tower Designs

Shelter and tower designs will be completed by tower manufacturer and under a separate Scope of Work.

SURVEYING SERVICES

The Firm shall verify the metes and bounds of the parent parcel of interest given by bearing to the nearest whole second and distance to the nearest hundredth of a foot. Easements and/or rights of ways shall be shown graphically and described, as well as the proposed lease parcel and proposed and existing easements. All legal names and widths of any adjoining streets or dedicated public rights of way shall be shown. A Survey map will include a North Arrow showing deed bearing north, magnetic north and geographic true north. A bounded survey is required.

All tax maps, blocks and lot numbers and the deed book and page numbers should be verified and shown for the parent parcels and adjoining parcels within 100 feet.

Location and description of all structures within 50 feet of the proposed site shall be shown, to include any abandoned structures.

Location and description of all above ground utilities including power and telephone poles, overhead wires and other items shall be shown. Underground utilities shall be also shown and noted within 25 feet of proposed construction area. Any and all utility Firms or other owners shall be labeled and shown.

All corners of proposed lease parcels, easements and other boundaries shall be permanently marked with iron pins or pipes not less than 18 inches in length and 1" in diameter. Elevations shall be field measured and shown to within 1.0 feet of the U.S.G.S. datum or NGVD 88 datum when not in a special flood hazard zone. Where a particular benchmark is used as the starting point, its description, location and elevation shall be noted on the drawing. Topographic coverage will usually include at a minimum the area within 100 feet of new construction including all access and utility easements. Where the terrain has a slope of 6% or more, a profile of the access easement centerline will be required. Contours shall be shown over the full area of requested coverage at 2-foot intervals. A permanent benchmark shall be set in the immediate vicinity of the proposed new construction. Firm will provide a 2C letter accurate within the FAA Horizontal Accuracy Code 2, (+/- 50 feet) and the elevation provided is accurate within FAA Vertical Accuracy Code C, (+/- 20 feet).

A. Survey Plan

The Firm shall insert his/her own name and other identifying data in the appropriate blocks. The survey plan scale shall normally be 1"=20' or 1"=30' if necessary and 24 inches in depth by 36 inches in width. A key map at a scale of 1"=2000' will be included in the area designated on the standard drawing format sheet (upper right-hand corner) and shall usually consist of a reproduction of the U.S.G.S. 7.5-minute quadrangle map with the site location noted in heavy outline and circled for clarity.

The original drawings shall bear the signature of the Supervising Professional Land Surveyor.

ENVIRONMENTAL SURVEYING

A. Wetland and Stream Delineation and Permitting

The Firm shall provide a site-specific Wetland, Stream and Natural Resources investigation complying with local, state, and national procedures. The Firm is responsible for conveying wetland, stream, and natural resource finding with the client and advising a viable permitting solution for any field finding that will require mitigation, permitting, or site re-design. The Firm shall prepare all applicable environmental permit submittals for construction of the proposed project if applicable.

ADDITIONAL SERVICES:

Additional services that may be required based on site specific issues. It is the Firm's responsibility to advise the client as issues and unforeseen circumstances arise.

A. SHPO Compliance Permitting

The Firm is responsible to provide State Historic Preservation Office compliance (SHPO) permitting and submittals. The Firm is responsible for all compliance with the Pennsylvania State Historic Code, PHMC Submissions, FCC Form 620, and all applicable compliance permitting.

B. Coordinate/Prepare Phase I and II Site Assessments

Environmental Site Assessment (ESA) of proposed site if required. A Phase I ESA is required. Based on the findings of the Phase I ESA, a Phase II ESA could be required.

C. Zoning Permitting

Include Zoning Drawings, Zoning Package Submittal, and Attendance to Zoning Hearings. All information must be compliant with county and city zoning requirements. The Firm shall have an intimate knowledge of the Zoning process.

MISCELLANEOUS

A. Expenses

1. As part of the proposal, in addition to the lump sum, list all reimbursable expenses and rates.
2. The engineer shall document and bill all reimbursable costs with a 0% mark-up.

B. Change in Scope of Work

1. Provide hourly fee rate sheet for work which may arise due to a change in the proposed scope of work.
2. All additional services arising from a change in the scope of work shall be not be commenced without a fully executed contract amendment. It shall be the responsibility of the civil engineer to indicate to the County if they believe that services to be rendered are outside of the scope of work. Lycoming County shall not be required to honor any requests for compensation for additional services that begin or are completed before a fully executed contract amendment is issued.

EVALUATION / SELECTION PROCESS

The criterion upon which the evaluation of the proposals will be based includes, but is not limited to, the following:

- a. Submission of a proposal implies the Vendor's acceptance of the evaluation criteria and Vendor recognition that subjective judgments must be made by an evaluation committee.

- b. The evaluation committee will examine all proposals. A proposal that does not conform to the instructions contained in this document or that does not address all questions and/or requirements as specified may be eliminated from consideration. However, Lycoming County reserves the right to accept such a proposal if it is determined to be in Lycoming County's best interest.
- c. Lycoming County may initiate discussions with Vendors during the evaluation process and reserves the right to request an on-site presentation/demonstration by the Vendor. Modifications to proposals will be accepted during this period but only when such modifications are requested by Lycoming County. Vendors may not initiate discussions and/or presentations. Lycoming County expects to conduct any discussion sessions with Vendor personnel authorized to contractually obligate the Vendor with an offer.
- d. The award of the contract shall be made to the Vendor whose proposal best meets the goals and objectives of Lycoming County as set forth in the RFP. The evaluation criteria shall take all of the following into consideration: hardware, software, and/or services, pricing, and other factors set forth in the RFP.
- e. Lycoming County may hold negotiating sessions with the successful Vendor. If Lycoming County and the selected Vendor are unable to agree to contract terms and conditions, Lycoming County reserves the right to terminate contract negotiations with the Vendor and initiate negotiations with another Vendor(s).
- f. Lycoming County will select the Vendor whom, in the opinion of Lycoming County, has made the best overall proposal and shall award to contract to that Vendor. Final selection will be made by Lycoming County. Lycoming County may reject any or all proposals.

EVALUATION CRITERIA

1. Technical Compliance – To the degree that the functional requirements of this RFP are met, evaluation shall include all elements as outlined in the “Technical Specifications”.

MAXIMUM SCORE: 25 POINTS

2. Project / Operational Costs – Shall include a spreadsheet identifying all costs that will be supported (by prime and subcontractors, if applicable).

MAXIMUM SCORE: 25 POINTS

3. Vendor References – Shall include Vendor’s experience and qualifications to include a list of recent projects from like sized (approx. 320,000 pop. or larger) counties in the Commonwealth. Vendor shall include a list of professional references to include financial reports to support this project, and an organizational list of all key personnel in this project (prime and subcontractors), defining their tasks.

MAXIMUM SCORE: 25 POINTS

4. Project Implementation Schedule – Vendor’s ability to have contract funds encumbered within 30 days of contract award and complete the services as described in the RFP, including engineering, surveying, permitting, and related site design to construct the communications towers and sites at the locations provided by the County by February 28, 2021, unless mutually extended by both parties.

MAXIMUM SCORE: 25 POINTS

SECTION 6
PRICE PROPOSAL

PRICE PROPOSAL

6.1 Cost Elements. Services not specifically mentioned in this RFP, but are necessary to provide the functional capabilities described, shall be included as part of the cost elements. Bidders should utilize this table below to justify costs.

Description	Cost (\$)
Site Grading/Site Layout	
Stormwater Drainage Design	
Erosion/Sediment Control	
Civil Permitting*	
Geotechnical	
Geotechnical Boring Stakeout	
Construction Stakeout	
Soil Resistivity	
Preliminary and Final Construction Drawings (CDs)	
Utility Coordination	
Zoning Information	
FAA/FCC	
Field Surveying/Courthouse Research	
Survey Plans	
Environmental Investigation	
Infiltration Testing	
Wetlands/Stream Delineation	
Phase 1 Investigation and Report	
Hearing Attendance (If Needed)	
Phase 2 Investigation and Report (If Needed)	
NEPA/SHPO Services	
Deliveries, Copies, Etc.	
GRAND TOTAL	

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. Products and 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 bid, 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 bid, place the bid form sheet as the top page of the bid package and the bid price schedule as the second page of the bid package.

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 February 28, 2021.

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.

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 and that this proposal is submitted in accordance with the RFP requirements;

2. He/she are familiar with the site facilities, site conditions, the pertinent state and local codes, state of labor and material markets, and 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