



# COUNTY OF LYCOMING

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## PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB  
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# REQUEST FOR PROPOSAL (RFP) FOR LYCOMING COUNTY SMALL LOCAL BRIDGE INSPECTION PROGRAM

**ISSUE DATE: OCTOBER 23, 2020**  
**DUE DATE: DECEMBER 11, 2020**

Bidders may download proposals by going to [www.lyco.org](http://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: October 23<sup>rd</sup> & October 27<sup>th</sup>

### NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for the Lycoming County Small Local Bridge Inspection Program. Proposals are due by **Friday, December 11, 2020, at 5:00 P.M. EST.** Proposals will be opened on **Tuesday, December 15, 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, 2<sup>nd</sup> Floor, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFP for Lycoming County Small Local Bridge Inspection Program.**"

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

A mandatory Pre-Bid Conference will be held on Monday, November 2, 2020, 1:00 P.M. This meeting will be a virtual meeting. All Bidders must register with the County to obtain the call-in number for the virtual meeting no later than Friday, October 30, 2020, by contacting Austin Daily at [adaily@lyco.org](mailto:adaily@lyco.org). Attendance at the virtual meeting is a prerequisite for submitting a bid. Bids will only be accepted from those who attend the virtual meeting.

Questions regarding this request for proposal shall be directed to Mya Toon, Chief Procurement Officer, at [mtoon@lyco.org](mailto:mtoon@lyco.org).

Bidders may download the proposal by going to [www.lyco.org](http://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 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](mailto: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, November 20, 2020, 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](http://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, December 11, 2020, 5:00 P.M. EST. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, December 15, 2020 in the Commissioners' Board Room located on the 1<sup>st</sup> 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](http://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: October 23, 2020  
Mandatory Pre-Bid Conference (virtual): November 2, 2020  
Final Date for Written Questions: November 20, 2020  
Deadline for Submitting Proposals: December 11, 2020  
Opening of Proposals: December 15, 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 Lycoming County Small Local Bridge Inspection Program." Proposals shall be submitted to the Lycoming County Controller's Office, Executive Plaza Building, 330 Pine Street, 2<sup>nd</sup> 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](http://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 December 31, 2024.
- 4.5 **Option to Extend Contract Period.** The contract may be extended 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 complete the Work.
- 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**

## **SCOPE OF WORK**

### **A. PURPOSE**

The County of Lycoming is seeking technical and price proposals from highly qualified engineering consulting firms to perform routine inspection of 110 small bridges with span lengths 8-20 feet owned by local municipalities as part of the overall Lycoming County Local Small Bridge Inspection Program. Please note, the County of Lycoming is not the owner of these bridges. Rather, each bridge is owned by local municipalities who have chosen to enroll in this County sponsored program. There are 30 municipalities enrolled in the program. All bridges are located within the geographic limits of Lycoming County, PA.

The role of the County of Lycoming will be to administer the overall small bridge inspection program on behalf of the municipal bridge owners that includes contracting with a highly qualified consultant to perform the actual bridge inspections, preparing inspection reports, uploading data into the PennDOT Bridge Management System, (BMS2) database. Coordination with the County and municipal officials to implement inspection report recommendations and take immediate steps to correct all documented critical deficiencies necessary to ensure public safety will be needed. The successful consultant will also develop a Small Local Bridge Asset Management Plan to assist the County and each municipal partner in decision-making that will lead to strategically targeted investments to prioritize and correct bridge deficiencies identified in the inspection reports and to advance bridge rehabilitation or replacement projects as appropriate. Technical assistance may be necessary for our municipal partners to achieve desired results to facilitate Small Local Bridge Asset Management Plan implementation.

The County of Lycoming is financing the small local bridge inspections using a portion of its annual state liquid fuels fund allocation received from PennDOT. The 30 participating local municipal bridge owners receive these bridge inspections 100% free of charge as a County service.

### **B. BACKGROUND**

The County of Lycoming places a high priority on the maintenance, preservation and improvement of vital public infrastructure important to public safety, mobility and economic development, regardless of the entity that actually owns the infrastructure. The County has a long standing history working as partners with other entities that own public infrastructure to ensure needed improvements are not delayed. Such is now the case with our local bridge infrastructure as all county-owned bridges have been systematically repaired or replaced under an aggressive asset management program undertaken by the County over the last several decades.

In 1995, the County of Lycoming assumed the lead role to ensure the routine inspection of all 104 County and municipality-owned bridges with span lengths 20 feet or longer in compliance with National Bridge Inspection System, (NBIS) standards. Larson Design Group, the county designated engineer, has been used to conduct these inspections and the County also paid the federally required 20% local municipal share. All inspection data for these structures are included in the PennDOT (BMS2) database.

In 2010, the County of Lycoming was selected as a pilot through the PennDOT Local Technical Assistance Program, (LTAP) to conduct a first ever inventory of small locally owned bridges with span lengths between 8-20 feet where federal NBIS inspections are not required. Based on the results of this pilot initiative, the County identified an additional 110 small bridges owned by local municipalities. Other PA planning partners then embarked on developing similar inventories of small local bridge structures (8-20 ft) in their respective areas. In addition, due to Marcellus Shale heavy hauling activity occurring throughout the county at that time, the County also began to conduct NBIS quality inspections of these small (8-20ft) bridges to provide a baseline condition assessment to determine posting needs

and assessing improvement priorities. This inspection process conducted by Bassett Engineering, Montoursville, PA revealed that 35% of the smaller 8-20 foot structures were classified in poor condition (formerly noted as structurally deficient, SD). Again all these small local bridges (8-20 ft) are also currently included in the PennDOT BMS2 database. The last time local small bridges were inspected under the County program was 2016.

Essentially, the County of Lycoming promotes a seamless local bridge inspection process as part of an aggressive asset management approach to inventory and evaluate the condition of all locally owned bridges in the county with span lengths from 8 feet or longer which exceeds NBIS requirements. Our asset management approach is consistent with the PennDOT bridge asset management approach as all PennDOT owned bridge structures with 8 feet and greater span lengths are routinely inspected in an effort to ensure overall public safety and system preservation.

It is encouraging for our County to note that the Pennsylvania Transportation Advisory Committee, (TAC) is currently undertaking a first ever study of the Commonwealth's locally-owned small bridges. The purpose of this study is to engage in a dialogue with Pennsylvania's municipalities and counties to understand if and how organizations are inventorying, inspecting, and maintaining local small bridge structures and to identify the constraints on these efforts. By understanding local perspectives and needs, the study will hopefully offer recommendations to create increased capacity and incentives to foster uniformity in local small bridge asset management to ultimately achieve an even greater investment in the state's local transportation network. The County of Lycoming is committed to be a leader in this overall effort and our County Transportation Assistant Planner (Mark Murawski) Chairs this 15 member TAC Small Local Bridge Task Force. The final report is scheduled for public distribution by the end of 2020. Michael Baker International is the TAC consultant preparing the study report.

As previously stated, the Lycoming County Small Local Bridge Inspection Program began in 2010 with the latest bridge inspections completed in 2016. The program was suspended since that time because the County had more urgent needs to invest quickly in the emergency repair and replacement of several county owned bridges so limited funds were used for those purposes. However, now that county-owned bridges are in a good state of repair, the budget is once again sufficient to reinstate the County Small Local Bridge Inspection Program in a phased manner. In terms of an inspection frequency cycle, the County determined that it was unnecessary to inspect each bridge at least every two years similar to an NBIS inspection. Rather, the County determined that low risk bridges in excellent or good condition would only be inspected every four years. Bridges that were in satisfactory, fair or poor condition would be inspected at least every two years or even annually if the bridge inspection revealed critical deficiencies that required urgent attention or if the high risk bridge was posted for a weight restriction.

As background information explaining the origins of our small bridge inspection program, please click on the link below to access the Lycoming County Small Bridge Inventory Report. (insert link to report here)

### **C. SMALL LOCAL BRIDGE ASSET INVENTORY**

Exhibit A beginning on page 5-4 provides a complete summary of the small local bridge asset inventory to be inspected under this contract. Information regarding the municipal bridge owner, bridge location, bridge type, recommended inspection cycle based on a bridge condition risk assessment along with the PennDOT Bridge Management System (BMS 2) identification number is shown. Consultants are encouraged to become familiarized with the inspection history and data for each of these bridges. Bridges shown in **red type** are high risk, bridges in **blue type** are medium risk and bridges in **green type** are low risk based on the results of the risk assessment analysis using previous bridge inspection data collected by the County through Bassett Engineering between 2010 – 2016 and uploaded in PennDOT BMS2.



It is the goal of the County of Lycoming to ensure that the inspection data collected under this program is of the utmost quality and addresses all data fields as contained in PennDOT BMS 2. Basically, the County wishes to have an NBIS level quality data driven seamless program without informational gaps for locally owned 8-20 foot span length bridges, where possible. The County also wants to encourage a process similar to NBIS where early notification and municipal coordination occurs when critical deficiencies are identified for particular structures that would compromise public safety if not given immediate attention by the local bridge owner.

Therefore, when performing the actual bridge inspections and uploading inspection data into PennDOT BMS 2, it will be important for the successful consultant to refer to PennDOT Publication 100A, AASHTO Manual for Condition Evaluation of Bridges and other relevant federal or state guidance and perform all work consistent with this publication and guidance. The County of Lycoming believes that a standardized approach is needed for inventorying and assessing the condition of small local bridges in the Commonwealth and that our program can serve as a best practice. This standardized approach is needed to ensure consistency and accuracy of the data collected and maintained given the County level of investment that is being allocated to ensure the overall success of this program. By having data that is compatible with the PennDOT BMS 2 web will support decision-making to help maintain long term health of bridges and to formulate optimal programs for bridge maintenance and rehabilitation.

Ultimately, the bridge inventory and inspection data collected under this contract will inform the development of a first ever Small Local Bridge Asset Management Plan for the County of Lycoming. This plan will provide the level of information and analytical tools that will enable local municipalities working closely with the County to more efficiently support bridge system planning, bridge programming, and especially bridge maintenance. Performing more timely bridge maintenance activities should reduce the need for far costlier bridge repairs and replacements in future years.

**EXHIBIT A**  
**SMALL LOCAL BRIDGE INSPECTION PROGRAM ASSET INVENTORY**

<b>OWNER</b>	<b>BRIDGE LOCATION</b>	<b>BRIDGE TYPE</b>	<b>RISK LEVEL / NEXT INSPECTION</b>	<b>BMS No.</b>
Brady Twp	T-396 over Trib. Maple Hill Sink	Precast Concrete Arch	Low Risk 2023	41-7204-0396-0001
Cascade Twp	T-635 over West Branch Wallis Run	Stone Masonry Arch	Medium Risk 2022	41-7206-0635-0001
Cascade Twp	T-870 over Joe Gray Run	Stone Masonry Arch	Medium Risk 2022	41-7206-0870-0001
Cascade Twp	T-665 over Potash Hollow Run	Steel Multi-Beam	Medium Risk 2022	41-7206-0665-0001
Cascade Twp	T-882 over East Branch Wallis Run	Precast Concrete Box Culvert	Low Risk 2023	41-7206-0882-0001
Clinton Twp	T-531 over Trib. Adams Creek	Double Barrel RCP Culvert	Medium Risk 2022	41-7207-0531-0001
Clinton Twp	T-423 over Adams Creek	Double Barrel RCP Culvert	Medium Risk 2022	41-7207-0423-0001
Clinton Twp	T-421 over Adams Creek	Precast Concrete Box Culvert	Low Risk 2023	41-7207-0421-0001
Clinton Twp	T-520 over Black Hole Creek	SPP Arch Culvert	High Risk 2021	41-7207-0520-0001
Eldred Twp	T-850 over Caleb Creek	Double Barrel SPP Culvert	Medium Risk	41-7210-0850-0001
Eldred Twp	T-631 over Trib Mill Creek	Reinforced Concrete Slab	Low Risk 2023	41-7210-0631-0001
Eldred Twp	T-630 over Lick Run	CMP Arch Culvert	Low Risk 2023	41-7210-0630-0001
Fairfield Twp	T-543 over Trib Bennets Run	CMP Culvert	Medium Risk 2022	41-7211-0543-0001
Fairfield Twp	T-542 over Twin Run	Reinforced Concrete Box Culvert	Medium Risk 2022	41-7211-0542-0001
Fairfield Twp	T-597 over Bennets Run	Reinforced Concrete Slab	Low Risk 2023	41-7211-0597-0001
Fairfield Twp	T-852 over Bennets Run	Reinforced Concrete Box Culvert	Low Risk 2023	41-7211-0852-0001
Franklin Twp	T-732 over over Little Indian Run	SPA Culvert	Medium Risk 2022	41-7212-0732-0001
Franklin Twp	T-465 over German Run	Steel I Beam	Medium Risk 2022	41-7212-0465-0001
Franklin Twp	T-740 over Deer Run	Steel I Beam	Medium Risk 2022	41-7212-0740-0001
Franklin Twp	T-469 over Trib German Run	SPP Arch Culvert	High Risk 2021	41-7212-0469-0001

Franklin Twp	T-463 over Trib Laurel Run	Reinforced Concrete Slab	High Risk 2021	41-7212-0463-0001
Franklin Twp	T-463 over Trib Laurel Run	Reinforced Concrete Slab	High Risk 2021	41-7212-0463-0002
Franklin Twp	T-688 over Laurel Run	Reinforced Concrete Slab	Medium Risk 2022	41-7217-0688-0001
Franklin Twp	T-459 over Trib Laurel Run	Reinforced Concrete Slab	Low Risk 2023	41-7212-0459-0001
Gamble Twp	T-872 over Joe Gray Run	Steel Multi Beam	Medium Risk 2022	41-7213-0872-0001
Gamble Twp	T-868 over East Branch Murray Run	Steel Multi Beam	Medium Risk 2022	41-7213-0868-0001
Gamble Twp	T-691 over Mill Creek	Stone Masonry Arch	Medium Risk 2022	41-7213-0691-0001
Gamble Twp	T-693 over Mill Creek	Reinforced Concrete Slab	Medium Risk 2022	41-7213-0847-0001
Gamble Twp	T-847 over Rose Valley Lake	Steel Multi Beam	Medium Risk 2022	41-7213-0847-0001
Hepburn Twp	T-489 over Trib Mill Creek	Steel Multi Beam	Medium Risk 2022	41-7214-0489-0001
Jersey Shore Boro	Hazel Alley over Pfouts Run	Reinforced Concrete Slab	Medium Risk 2022	41-7403-0000-0004
Jersey Shore Boro	Seminary Street over Pfouts Run	Reinforced Concrete Slab	Medium Risk 2022	41-7403-0000-0006
Jersey Shore Boro	McClintock Alley over Pfouts Run	Reinforced Concrete Slab	Medium Risk	41-7403-0000-0005
Jersey Shore Boro	Thompson Street over Pfouts Run	Reinforced Concrete Slab	Medium Risk 2022	41-7403-0000-0001
Jersey Shore Boro	Wilson Street over Pfouts Run	Reinforced Concrete Slab	Medium Risk 2022	41-7403-0000-0003
Jersey Shore Boro	Washington Avenue over Pfouts Run	CMP Arch Culvert	Low Risk 2023	41-7403-0000-0002
Jordan Twp	T-746 over Muncy Creek	Reinforced Concrete Slab	Medium Risk 2022	41-7216-0746-0001
Jordan Twp	T-530 over Little Indian Run	Steel Multi Beam	Medium Risk 2022	41-7216-0530-0001
Jordan Twp	T-738 over Little Indian Run	Steel Multi Beam	High Risk 2021	41-7216-0738-0001
Lewis Twp	T-857 over Slacks Run	Steel Multi Beam	Medium Risk 2022	41-7217-0857-0001
Lewis Twp	T-506 over Daughertys Run	Reinforced Concrete Slab	High Risk 2021	41-7217-0506-0001
Lewis Twp	T-840 over Glendenen Run	Reinforced Concrete Slab	Low Risk 2023	41-7217-0840-0001
Limestone Twp	T-305 over Trib Antes Creek	SPP RR Tanker	Medium Risk 2022	41-7218-0305-0002

Limestone Twp	T-303 over McMurrin Run	SPP Culvert	Medium Risk 2022	41-7218-0303-0001
Limestone Twp	T-319 over Antes Creek	SPP Culvert	Medium Risk 2022	41-7218-0319-0001
Limestone Twp	T-305 over Trib Antes Creek	Corrugated Aluminum Plate Box Culvert	Low Risk 2023	41-7218-0305-0001
Limestone Twp	T-317 Trib Antes Creek	Aluminum Plate Box Culvert	Low Risk 2023	41-7218-0317-0002
Limestone Twp	T-317 Trib Antes Creek	Corrugated Aluminum Plate Box Culvert	Low Risk 2023	41-7218-0317-0001
Loyalsock Twp	T-447 over West Branch Grafius Run	Concrete Arch	Medium Risk 2022	41-7219-0447-0001
Loyalsock Twp	T-456 over East Branch Grafius Run	Double Barrel RCP Culvert	Medium Risk 2022	41-7219-0456-0002
Loyalsock Twp	T-539 over Bull Run	RCP Box Culvert	Medium Risk 2022	41-7219-0539-0001
Loyalsock Twp	T-607 over Log Run	Reinforced Concrete Slab	Medium Risk 2022	41-7219-0607-0001
Loyalsock Twp	T-616 over McClures Run	Concrete Arch	Medium Risk 2022	41-7219-0616-0001
Loyalsock Twp	T-508 over Trib Mill Creek	Reinforced Concrete Slab	Medium Risk 2022	41-7219-0508-0001
Loyalsock Twp	T-760 Trib Millers Run	ALSP Arch Culvert	Low Risk 2023	41-7219-0760-0001
Loyalsock Twp	T-585 over Millers Run	Precast Concrete Box	Low Risk 2023	41-7219-0585-0001
Loyalsock Twp	T-575 over Trib Lycoming Creek	Reinforced Concrete Box	Low Risk 2023	41-7219-0575-0001
Loyalsock Twp	T-473 over McClures Run	Corrugated Aluminum Plate Box	Low Risk 2023	41-7219-0473-0001
Loyalsock Twp	T-470 over McClures Run	CIP Reinforced Concrete Box	Low Risk 2023	41-7219-0470-0001
Loyalsock Twp	T-589 over Willow Brook	Horizontal Elliptical RCP Culvert	Low Risk 2023	41-7219-0589-0001
Lycoming Twp	T-688 over Little Gap Run	Steel Multi Beam	High Risk 2021	41-7220-0688-0001
Lycoming Twp	T-405 over Beautys Run	Corrugated SPP Arch Culvert	Medium Risk 2022	41-7220-0405-0001
McIntyre Twp	T-665 over Potash Hollow Run	Steel Multi Beam	Medium Risk 2022	41-7206-0665-0001

Mifflin Twp	T-358 over Trib Larrys Creek	Concrete Encased Steel I Beam	Medium Risk 2022	41-7224-0358-0001
Mill Creek Twp	T-576 over Rush Run	Steel Plate Pipe Culvert	Medium Risk 2022	41-7225-0576-0002
Mill Creek Twp	T-576 over Mill Creek	Stone Masonry Arch	Medium Risk 2022	41-7225-0576-0001
Moreland Twp	T-509 over Little Sugar Run	Reinforced Concrete Slab	Medium Risk 2022	41-7226-0509-0001
Moreland Twp	T-445 over Broad Run	Reinforced Concrete Slab	Medium Risk 2022	41-7226-0445-0001
Moreland Twp	T-873 over Shepman Run	Aluminum Box Culvert	Low Risk 2023	41-7226-0873-0001
Moreland Twp	T-455 over Laurel Run	Steel Multi Beam	Medium Risk 2022	41-7206-0455-0001
Moreland Twp	T-509 over Jakes Run	Steel Multi Beam	Medium Risk 2022	41-7226-0509-0002
Muncy Creek Twp	T-586 over West Branch Glade Run	Reinforced Concrete Slab	Medium Risk 2022	41-7228-0586-0001
Muncy Creek Twp	T-431 over Trib Susquehanna River	Steel Pipe Culvert	Low Risk 2023	41-7228-0431-0001
Muncy Twp	T-516 over Oak Run	Metal Arch Ring/Concrete Arch	Medium Risk 2022	41-7227-0516-0001
Muncy Twp	T-558 over Margaret Run	CMP Arch Culvert	Medium Risk 2022	41-7227-0558-0001
Muncy Twp	T-547 over Carpenters Run	Reinforced Concrete Slab	Medium Risk 2022	41-7227-0547-0001
Penn Twp	T-650 over Greggs Run	Aluminum Box Culvert	Low Risk 2023	41-7231-0650-0001
Penn Twp	T-559 over Sugar Run	Reinforced Concrete Slab	Medium Risk 2022	41-7231-0559-0001
Penn Twp	T-571 over Marsh Run	RR Tanker Culvert	Medium Risk 2022	41-7231-0571-0002
Penn Twp	T-698 over Beaver Run	Stone Masonry Arch	Medium Risk 2022	41-7231-0698-0001
Penn Twp	T-483 over Jakes Run	Aluminum Box Culvert	Low Risk 2023	41-7231-0483-0001
Penn Twp	T-654 over Greggs Run	Aluminum Plate Box Culvert	Low Risk 2023	41-7231-0654-0001
Penn Twp	T-708 over Marsh Run	SPP RR Tanker Culvert	Low Risk 2023	41-7231-0708-0001
Penn Twp	T-673 over Jakes Run	Aluminum Box Culvert	Low Risk 2023	41-7231-0673-0001
Penn Twp	T-571 over Beaver Dam Run	Precast Reinforced Concrete Arch	Low Risk 2023	41-7231-0571-0001
Piatt Twp	T-361 ovre Trib Larrys Creek	Concrete Encased I Beam	Medium Risk 2022	41-7232-0361-0001

Piatt Twp	T-336 over Stewards Run	Precast Concrete Box Culvert	Low Risk 2023	41-7232-0336-0002
Piatt Twp	T-336 over Stewards Run	Precast Concrete Box Culvert	Low Risk 2023	41-7232-0336-0002
Pine Twp	T-768 over Trib Hughes Run	Aluminum Box Culvert	Medium Risk 2022	41-7233-0768-0001
Pine Twp	T-776 over Shingle Mill Branch	Aluminum Box Culvert	Low Risk 2023	41-7233-0776-0002
Shrewsbury Twp	T-656 over Roaring Run	Stone Masonry Arch	Medium Risk 2022	41-7236-0658-0001
Shrewsbury Twp	T-658 over Big Run	Triple HDPE Culvert	Low Risk 2023	41-7236-0658-0001
Susquehanna Twp	T-392 over Bender Run	SPP RR Tanker Culvert	Medium Risk 2022	41-7237-0392-0001
Susquehanna Twp	T-392 over West Branch Bender Run	Reinforced Concrete Slab	Medium Risk 2022	41-7237-0392-0002
Upper Fairfield Twp	T-627 over Resser Run	Aluminum Box Culvert	Low Risk 2023	41-7238-0627-0001
Washington Twp	T-384 over Trib White Deer Hole Creek	SPP RR Tanker Culvert	Medium Risk 2022	41-7239-0384-0001
Washington Twp	T-440 over Trib Spring Creek	Dual Corrugated Steel Pipe Culvert	High Risk 2021	41-7239-0440-0001
Washington Twp	T-401 over White Deer Hole Creek	Aluminum Box Culvert	Low Risk 2023	41-7239-0401-0001
Washington Twp	T-465 over Trib Spring Creek	Aluminum Box Culvert	Low Risk 2023	41-7239-0465-0002
Washington Twp	T-397 over White Deer Hole Creek	Galvanized Steel Plate Arch	Medium Risk 2022	41-7239—0397-0002
Washington Twp	T-384 over Trib White Deer Hole Creek	SPP RR Tanker Culvert	Low Risk 2023	41-7239-0384-0002
Washington Twp	T-424 over Trib White Deer Hole Creek	SPP RR Tanker Culvert	Medium Risk 2022	41-7239-0424-0002
Watson Twp	T-635 over Tombs Run	SPP RR Tanker Culvert	Medium Risk 2022	41-7240-0635-0001
Watson Twp	T-340 over Gamble Run	Precast Concrete Box Culvert	Low Risk 2023	41-7240-0340-0001
City of Williamsport	Southview Avenue over East Branch Grafius Run	Stone Masonry Arch Culvert	High Risk 2021	41-7301-0000-0002

City of Williamsport	Trenton Avenue over Fox Hollow Run	Reinforced Concrete Box Culvert	Medium Risk 2022	41-7301-0000-0003
City of Williamsport	Highland Terrace over West Branch Grafius Run	Precast Concrete Box Culvert	Low Risk 2023	41-7301-0000-0001
City of Williamsport	Reach Road over Fox Hollow Run	Reinforced Concrete Box Culvert	Low Risk 2021	41-7301-0000-0004
Wolf Twp	T-157 over Pine Run	CMP Arch Culvert	High Risk 2021	41-7241-0157-0001
Wolf Twp	T-145 over Trib Laurel Run	Reinforced Concrete Slab	High Risk 2021	41-7241-0145-0001

Click link below for Bridge Location Maps and Latest Bridge Inspection Reports: (insert link)

#### D. BRIDGE INSPECTION FREQUENCY

The County of Lycoming will enter into a four year contract with the successful consultant to perform the routine bridge inspections starting in Calendar Year (CY) 2021 and ending in CY 2024. Due to the unforeseen impacts of the COVID-19 pandemic, the County has decided that the first year of this contract will be limited to the inspection of only the highest risk structures. It is anticipated that inspection work will occur starting in Spring 2021. (Refer to Exhibit A risk level bridges column in **red type** to identify the high risk bridges to be inspected annually.) Please note, these **11 high risk bridges** were previously found to be in serious, critical, imminent failure or failed (closed) condition (CONDITION RATINGS 0-3) based on their last inspection and will receive an annual inspection for each inspection year (2021, 2022, 2023, 2024) under this contract.

A total of 61 medium risk bridges were found to be in satisfactory, fair or poor condition (CONDITION RATINGS 4-6) based on the last inspection performed and will be inspected on a two year cycle (CY 2022 and CY 2024). Again, refer to Exhibit A risk level bridges column in **blue type** to identify these medium risk bridges to be inspected bi-annually.

Bridges that were previously found to be in excellent, very good or good condition (condition ratings 7-9) are on a four year inspection cycle as a cost savings measure. This practice is consistent with the FHWA issued risk based assessment clause allowing a four year inspection cycle for low risk bridges. These 38 low risk bridges are noted in EXHIBIT A risk level bridges column in **green type**. These bridges will receive a one time inspection under this contract during CY 2023.

Based on the above approach, the total number of bridge inspections per year are as follows:

CY 2021 = 11 Bridges (High Risk Bridges Shown in **Red** Exhibit A)

CY 2022 = 72 Bridges (High Risk and Medium Risk Bridges Shown in **Red** and **Blue** Exhibit A)

CY 2023 = 49 Bridges (High Risk Bridges in **Red** and Low Risk Bridges in **Green** Exhibit A)

CY 2024 = 72 Bridges (High Risk and Medium Risk Bridges Shown in **Red** and **Blue** Exhibit A)

The total anticipated number of bridge inspections under this 4-year contract is 204 Inspections.

#### E. DEVELOPMENT OF SMALL LOCAL BRIDGE ASSET MANAGEMENT PLAN

The County of Lycoming is strongly committed to the development of a first ever Small Local Bridge Asset Management Plan to guide future decision-making among local officials regarding targeted strategic investments to adequately preserve these structures as part of the overall transportation network serving the County and the Commonwealth. Therefore, based upon the results of the bridge inspections,

the consultant should prepare a 20 Year Lycoming County Small Local Bridge Asset Management Plan. (The scope of the Small Local Bridge Asset Management Plan will be detailed under the Technical Proposal Guidance Section G to follow.) The County is very interested in reviewing consultant qualifications and experience in developing Bridge Asset Management Plans for local bridge owners. Citing experience on state-owned bridge asset management planning is also welcome. Examples where asset management planning led to more cost effective and timely bridge improvements, longer life cycles and where overall savings was realized should be provided. Challenges in development and implementation of asset management plans should also be identified.

The County anticipates development of the Small Local Bridge Asset Management Plan should be undertaken over a two year period beginning in 2023 when most bridge inspection data has been already collected under this contract and the data can start to be reviewed to aid in plan development. The plan should be completed and adopted by County and local bridge owners prior to contract termination at the end of CY 2024. This plan will be referenced in the Williamsport Metropolitan Planning Organization Long Range Transportation Plan Updates.

In summary, the three overall goals of the Lycoming County Bridge Inspection Program are as follows:

1. Develop standardized approach to the bridge inspection data collection and PennDOT BMS 2 uploading process consistent with the current NBIS process (Create NBIS Look-Alike).
2. Develop first ever small local bridge asset management plan for County and municipal adoption with technical assistance provided to local partners to implement plan.
3. Perform strategically targeted and timely investments to program needed local bridge improvements consistent with the Asset Management Plan.

**F. COORDINATION WITH LYCOMING COUNTY LOCAL BRIDGE BUNDLING PROGRAM**

Consultants should be aware that the County of Lycoming has initiated a Local Bridge Bundling Program where 17 local bridges are currently being replaced or rehabilitated. The following 10 bridges noted below are part of the bridge bundle AND our small bridge inspection program that are proposed for full replacement:

<b>BRIDGE OWNER</b>	<b>LOCATION</b>	<b>BMS NUMBER</b>
Eldred Twp	T-850 over Calebs Creek	41-7210-0850-0001
Muncy Twp	T-516 over Oak Run	41-7227-0516-0001
Limestone Twp	T-305 over Antes Creek	41-7218-0305-0002
Loyalsock Township	T-616 over McClures Run	41-7219-0616-0001
Jersey Shore Borough	Wilson Street over Pfouts Run	41-7403-0000-0003
Mifflin Township	T-358 over Larrys Creek	41-7224-0358-0001
Franklin Twp	T-469 over German Run	41-7212-0469-0001
Susquehanna Twp	T-392 over Benders Run	41-7237-0397-0001
Lewis Township	T-857 over Slacks Run	41-7217-0857-0001
Hepburn Twp	T-489 over Mill Creek	41-7214-0489-0001

The County of Lycoming has recently hired Bassett Engineering, Montoursville, PA (with Wallace Montgomery as a subconsultant) to perform the preliminary engineering and final design phases of these small local bridge replacement projects. A bridge replacement bid letting schedule is currently under development. Once the construction letting schedule is known for replacement of each of the above



bridges, it will then be determined whether to proceed with the routine inspection for these structures under this contract. Please note, the County of Lycoming does not want to proceed with a routine bridge inspection if the bridge construction letting date is less than one year of the scheduled routine bridge inspection date and those particular bridge inspections will be deleted from this overall contract accordingly. Bassett Engineering is already under contract with the County to perform the Initial NBIS quality Bridge Safety Inspection Reports for these proposed replacement structures after construction is completed and Bassett will upload the data in PennDOT BMS 2.

## **G. TECHNICAL PROPOSAL REQUIRED FORMAT FOR RESPONSES**

Consultants should include the following information in their technical proposal. Please follow the format below in the order listed and use tabs for ease of reviewing each section. There are no page limitations for the proposal submission, however please be concise in proposal preparation. Page size generally should be 8 ½ x 11. Use of foldouts for larger pages to present charts etc. is acceptable.

### **1. Summary of Sections to Technical Proposal (Present in Order Shown Below)**

- Firms Introductory Cover Letter
- Firm's Background Information (Section 1)
- Staffing Plan / Professional Qualifications (Section 2)
- Specialized Experience (Section 3)
- Key References (Section 4)
- Summary Approach and Detailed Responses to Scoping Tasks (Section 5)
- Responsiveness to Project Schedule (Section 6)
- Additional Services (Section 7)

#### **1b. Firms Background Information (Section 1)**

The consultant should discuss why the firm and any use of subconsultant (s) ,if applicable, are the right choice to perform small local bridge safety inspection services. Include central office location information and any branch offices that would be involved. If subconsultants are used, please explain why the proposed team approach will add value to the overall effort and specifically note what aspects the subconsultants will be used on this initiative. Other pertinent information about the prime firm and subs should be provided. Please note, a DBE goal has not been established for this RFP but use of DBE firms is welcome and encouraged so long as the DBE firm has demonstrated the qualifications, expertise and capacity to perform assigned tasks.

#### **1c. Staffing Plan / Professional Qualifications (Section 2)**

The consultant should provide a staffing plan that demonstrates the availability, expertise and capacity of the project team to efficiently and cost effectively execute the scope of services that will result in excellent overall project delivery. Key staff should be identified with resumes provided. Resumes should indicate how many years the staff person has worked for your firm and other firms with specific reference made to experience with bridge safety inspections, especially small local bridge inspections. Educational degrees and licenses / certifications should be noted on the staff resumes. Standard PennDOT forms may be used to supply this information.

A staff organizational chart must be provided that shows the relationship and chain of command of the entire project team, including subconsultants, if applicable. The project leader/manager must be clearly identified. All team members should be listed including their name, role in the project and pertinent areas of expertise and experience noted. Prior working experience between the prime consultant and subconsultants should be mentioned to demonstrate how the team has worked effectively on past projects. The Quality Control (QC) and Quality Assurance (QA) approach that will be employed by the consultant should be clearly outlined.

### **1d. Specialized Experience (Section 3)**

The consultant should concisely outline specific relevant bridge safety inspection experience that demonstrate how the project team has the specialized working knowledge and experience needed to deliver the end products. Note examples where use of your team's innovation and creativity in managing and delivering bridge safety inspections occurred. Identify the location of these projects and who served as project sponsor.

### **1e. Key References (Section 4)**

The consultant should furnish no more than five references where work completed for the client had a direct relationship with the work being proposed in this RFP (bridge safety inspections). Do not cite, non-bridge safety inspection related work that was performed for these referenced clients. Contact information should include the name of the referenced client, job title, organization, address, phone number and email. Also listed should be the name of the project involved, brief description of the services performed for the client reference along with identification of the key project team members that were used on these bridge inspections that are the same being proposed for our small local bridge safety inspection initiative.

### **1f. Summary Approach and Detailed Responses to Each Scoping Task (Section 5)**

As part of the Technical Proposal submission in response to this RFP, the consultant should provide a summary explaining the overall local small bridge safety inspection approach to be used by the team. Please cite any opportunities your approach would offer to promote innovation, creativity, streamlining, economies of scale, cost savings and excellent communication both internally and externally, such as how bridge inspection teams will be assembled and deployed and how information will be compiled, analyzed and presented using best available technology. Your technical proposal should demonstrate consistency with the PennDOT Bridge Safety Inspection Guidance as outlined in Publication 100 A and any other relevant publications and guidance documents. Please note, when developing your technical scope of services it will be important to ensure that the following information is easily found in your inspection report format as follows:

## **H. NBIS BRIDGE SAFETY INSPECTION REPORT FORMAT AND CONTENT**

In summary, each small local bridge safety inspection report shall contain the following information:

- Title Sheet (Refer to narrative guidance below)
- Table of Contents (Refer to narrative guidance below)
- Bridge Location Map (Refer to narrative guidance below)
- Inspection Summary (Refer to narrative guidance below)
- Recommendation Summary (Refer to narrative guidance below)
- Load Rating Summary (Refer to narrative guidance below)
- Photographs (Refer to narrative guidance below)
- PennDOT Form D-450 (Complete Data Fields As Noted on Forms A-P applicable for BMS2)
- ADA Appendix (If sidewalk exists. Provide information as applicable for BMS 2)
- Typical Sections (Provide in Appendix) Provide information as applicable for BMS 2
- Load Factor Rating Analysis ( Include TK527) Provide information as applicable for BMS2
- PennDOT Form D-491 – Bridge Management System General Data Screens AA,AB,AC,AD,AE,AH, and AW as applicable for BMS 2

### Title Sheet

The title sheet shall identify the subject structure being inspected by noting the bridge owner, location and BMS number. The date of inspection, inspection frequency and inspector name(s) shall be stated along with the firm's authorized staff person approving reports signed and sealed on the report cover. A good representative photograph of the bridge shall be provided. The company name / logo should be indicated. It should be clearly stated that the inspection report is the property of the municipal bridge owner and the County of Lycoming. It shall not be publicly released to any other individual or organization without the consent of the bridge owner and County. (PennDOT will have access to all reports as the information will be contained in BMS 2.)

### Table of Contents

The Table of Contents, (TOC) should be provided at the beginning of the report. At a minimum, the TOC will note the pages where the following information will be found for ease of review such as: Bridge Location Map, General Description of Bridge, Bridge Conditions Narrative, Load Rating Summary, and Recommendations. Appendices should also be noted such as field inspection notes including a bridge posting sheet and reference examples, plan view and elevation sketches, underclearances and water depths sketch/table, PennDOT Forms D-450 and D-491 along with any additional sketches/drawings.

Photographs (especially showing key areas of structural deterioration and safety concerns) shall be included in the appendices along with the Live Load Rating Documentation Form and any emergency reporting correspondence such as critical deficiency letters issued to the bridge owner for immediate action.

### Bridge Location Map

Provide a PennDOT Type 5 Map of the municipality that clearly identifies the location of the subject bridge being inspected. Note the latitude and longitude along with the BMS number on the map.

### Inspection Summary

This section of the report will clearly identify the structure type, deck type, superstructure type, substructure type, number of spans, year built if known (and year reconstructed) if applicable and provide measurements for clear span, clear roadway width, minimum underclearance and skew. Note Average Daily Traffic (ADT) actual or estimated. Note any weight limit postings, structure limited to one truck, vertical clearance, one lane bridge or hazard clearances. Provide a brief summary of the inspection findings and note any changes since the last inspection. Please note the overall physical condition as either excellent, very good, good, fair, poor, serious, critical, imminent failure or closed and clearly identify the overall condition rating assigned (Conditions 0-9). The County wants to be able to quickly identify the overall condition rating in this section of the document for ease in researching and preparing other related planning documents such as Long Range Transportation Plans, Bridge Asset Management Plans, Capital Infrastructure Investment Plans etc... Please summarize the approach roadway description and overall condition, bridge superstructure and substructure description and overall conditions and stream channel and again include condition ratings for these various elements. If prior condition ratings are known, please note these ratings as well for ease of comparison of past and current conditions. Supporting narrative detailing inspection findings should be provided in an easily understood manner. Some terminology may not be understood by non-engineering municipal officials so a glossary of terms in the appendix would be useful to better facilitate understanding of the report.

### Recommendations Summary

This section of the inspection report should clearly outline the recommendations that the bridge owner should take to address structural deficiencies identified by the inspection in a prioritized manner. Current recommendations should list immediate improvement needs requiring prompt action by the bridge owner, along with short term improvements (within the next two years) and long term improvements (beyond two years) along with an estimated cost for each improvement listed for municipal budgetary planning purposes. All bridge safety

signing needs should be clearly identified for corrective action by bridge owner. Provide signing diagrams as appropriate.

In the professional opinion of the engineering inspector, if it is more economical to replace the bridge rather than perform major rehabilitation so note in the long term recommendations section and provide an estimated total bridge replacement cost. Also, if the bridge is viewed by the engineer as a potentially redundant structure and could be a candidate for bridge removal, please note this as well for planning purposes. A summary of previous recommendations should be noted in this section to determine whether any action has been taken by the bridge owner since the last report or if prior recommendations should be reconsidered based on the results of the latest inspection. Note the recommended future inspection frequency for this structure.

#### Load Rating Summary

Provide a load rating summary for inventory rating (vehicle tons) and operating rating (vehicle tons) for H20, HS20, ML80, TK-527 components. The Live Load Rating Documentation Form adopted from PennDOT Publication 238 should be included in the Appendix. Also in this section of the report provide a load posting review which documents if there is a current weight limit posting. If an establishment of a weight limit or a change in the current weight limit is recommended for the structure, so note in this section what the recommended weight limit should be for the structure to ensure public safety and to preserve the overall structural integrity of the bridge or to extend its useful life cycle.

#### Photographs

At a minimum, in the original inspection reports digital color photographs should clearly show the near and far approaches to the bridge, inlet and outlet elevations, upstream and downstream channel, general view of bridge wearing surface any any parapet, general underside and note which span is being shown, near and far abutments, pier if applicable, and highlight or label any major structural deficiencies, scour or other important observations. Note under those photos what the report reviewer should pay attention to such as “ Note loss of mortar”, “ increase in spall and rebar exposure”, “undermining of far abutment” etc...Do not provide black and white photocopies of photos in the original reports. Each page of photographs should have the bridge BMS number and inspection date identified.

#### Other Documentation

As previously stated, the County of Lycoming desires the consultant to complete all required data fields about each structure being inspected under this contract sufficient for uploading in PennDOT BMS 2. The County also desires to give municipal officials a readable report that they can understand and use. The consultant should identify in your technical proposal any other documentation suggested for these inspection reports that are not listed in this RFP that you feel would be essential or useful to achieve the County goals for this program. Also, please note in your proposal any specific concerns about satisfying BMS 2 data requirements where it may not be possible to provide certain information or where providing the information would be cost prohibitive, if applicable.

#### Small Local Bridge Asset Management Plan

The consultant will prepare a first ever Lycoming County Small Local Bridge Asset Management Plan based on the findings and recommendations contained in the small bridge inspection reports. At a minimum, this planning document should contain the following information:

- Establish asset management plan goals and objectives in policy that can be adopted by the Williamsport Metropolitan Planning Organization and local municipal partners.
- Establish performance measures and set achievement targets.
- Refine the inventory of existing bridge assets with enhanced data requirements.

- Determine existing physical condition of assets.
- Determine overall function of assets (i.e., service area needs, detour lengths, resiliency considerations, network redundancy, etc...) to prioritize and assess risk of each asset in terms of the Impact to the community.
- Balance physical condition of asset with overall community impact when establishing priorities for funding to properly maintain, rehabilitate or replace the asset.
- Calculate cost estimates considering lifecycle costs of assets and worst first considerations.
- Prepare a financially constrained 20 year plan that will be incorporated in the MPO Long Range Transportation Plan and municipal comprehensive plans, capital improvement plans and budgets along with municipal training needs to enhance in-house capabilities.

**1g. Responsiveness to Project Schedule (Section 6)**

The table below provides an anticipated general schedule for the small local bridge safety inspections prepared by the County. Based on your responses in Section 5, the consultant should provide a summary of task deliverables for each of the bridge inspection tasks along with anticipated dates for these deliverables. Please assume a Notice to Proceed, (NTP) will be issued to your firm by the County on 4/1/2021.

Please note, if the target dates determined by the County are considered unrealistic (in the opinion of the consultant) then the consultant should propose a revised schedule and justify accordingly. It is the County’s goal to have all bridges receive at least one inspection by 11/2023.

**SMALL LOCAL BRIDGE INSPECTION PROGRAM SCHEDULE**

<b>TASK</b>	<b>START DATE</b>	<b>END DATE</b>
Inspect <b>Red Bridges</b> Only High Risk Cond. Ratings (CR 0-3)	April, 2021	November, 2021
Inspect <b>Red</b> and <b>Blue</b> Bridges High Risk & Medium Risk (CR 0-6)	April, 2022	November, 2022
Inspect <b>Red</b> and <b>Green</b> Bridges High Risk (CR 0-3) & Low Risk (CR 7-9)	April, 2023	November, 2023
Prepare Asset Management Plan	April, 2023	November, 2024
Inspect <b>Red</b> and <b>Blue</b> Bridges High Risk (CR 0-6) & Medium Risk	April, 2024	November, 2024

Note: Schedule end date includes completion of all physical bridge inspections as assigned along with submission of bridge inspection reports to municipal bridge owners and county. Complete upload of all data in PennDOT BMS 2.

### **1h. Additional Services (Section 7)**

The County of Lycoming periodically experiences significant flooding events and other natural disasters that have resulted in damage or destruction of certain bridges. Therefore, during such occasions it is important to undertake emergency inspections on various structures that are located within geographic areas of concern in the interest of public safety for all bridge users.

Additional services will only be performed at the direction of the County of Lycoming authorized officials. When special additional services are requested by the County, the consultant should be prepared to undertake the following scope of work which may include, but not necessarily be limited to the following:

- For those structures requiring an underwater diving inspection, a qualified diver shall inspect all concrete and timber structures for deterioration including spalls, cracks, marine borer damage, rot, necking and any other defects of the water crossing structure.
- Develop streambed profiles upstream and downstream of the bridge.
- Coring, sampling and / or lab testing.
- Ultrasonic and radar testing.
- Inspecting inaccessible areas requiring rigging, excavating, removing structure portions, etc.
- Perform detailed load rating analysis with calculations.
- Be prepared to inspect bridges immediately upon adequate reduction of high water conditions when proper observations can be made.
- Prepare emergency bridge inspection reports.
- Assist the County in completing and submitting disaster survey reports (DSR's) to PEMA and FEMA.
- Participate in damage assessment field views with the County Department of Public Safety, County Planning Department, PEMA and FEMA upon request.

Please note, the schedule for additional services in response to emergency incidents will be developed when adequate information is available about the nature of the incident and the response needed to ensure public safety and federal and/or state disaster aid reimbursement. Also, in terms of additional services, the County may consider supplementing the asset management plan scope of services to include local bridges over 20 foot span lengths pending sufficient budget availability, however the base proposal should be limited to the 8-20 foot structures shown in Exhibit A at this time.

### **I. EVALUATION CRITERIA**

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 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. If contract negotiations are unsuccessful with the highest ranked firm, the County reserves the right to enter into negotiations with the next highest ranked Proposer.

#### **J. PROPOSAL EVALUATION / SELECTION PROCESS**

Proposals will be reviewed and evaluated by the County of Lycoming Consultant Selection Management Team. The evaluation will include the following areas:

- Adequacy of proposal in terms of addressing the needs that are set forth in the RFP (50%).
- Relevant experience and past performance of consultant study team regarding routine bridge safety inspections (25%).
- Total cost of engineering services price proposal (25%).

**SECTION 6**  
**PROPOSAL FORM**



# PROPOSAL FORM

Sealed price proposals shall include the following information:

1. Price Proposal Summary: Please provide a price proposal summary and cost breakdown for each part along with a grand total lump sum not to exceed amount (Parts 1-4). Please include hourly breakdowns for each task. Add up the total cost of all four parts and then provide a Grand Total Lump Sum Not to Exceed Fee in easily viewed large bold type and flag this page so that it is easily located by County officials when opening the price proposals at the public meeting.

Part 1 (CY 2021: 11 bridge inspections)

Part 2 (CY 2022: 72 bridge inspections)

Part 3 (CY 2023: 49 bridge inspections plus start of asset management plan)

Part 4 (CY 2023: 72 bridge inspections plus complete asset management plan)

*Please Note: work tasks for Parts 1 and 2 include performing bridge inspections, preparing bridge inspection reports using strong quality assurance and quality control practices, uploading data in PennDOT BMS 2 and undertaking close municipal/county coordination, especially regarding verbal and written notification of critical deficiencies requiring immediate action by the bridge owner. Parts 3 and 4 will contain these same tasks plus development of the Local Small Bridge Asset Management Plan.*

The cost breakdown should include the supporting documentation listed below.

- For each Part, provide a direct payroll cost that includes staff title with person hours x hourly rate) by task.
- For each Part, indicate the overhead rate percentage and cost by task.
- For each Part, indicate all direct costs other than payroll which should include travel expenses, mailing costs, printing costs, etc.) by task.
- Include subconsultant costs, if applicable, with your cost proposal information.
- For Parts 3-4 only, show separately the cost of bridge inspections and the Small Local Bridge Asset Management Plan.

## 2. Additional Services

As a separate item, provide a unit cost per bridge to provide additional bridge inspections such as emergency flood inspections, upon County request. This information will not be included in your base contract price so it should not be included in your grand total lump sum not to exceed figure noted above. If such additional services are requested, the scope of services and cost will be processed by the County of Lycoming as a formal contract amendment and your unit costs will be used to establish an amended contract price. However, at this time, the County simply desires to know what these additional services are likely to cost on a per bridge unit basis for planning and budgeting purposes.

*Please Note: Once the consultant contract for professional services is executed, any increases in cost due to scope changes requested by the County will be reviewed and processed as a contract amendment that must be approved by the Lycoming County Commissioners prior to expenditure of additional funds.*

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, 2<sup>nd</sup> 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:



Signature (see below)

Signature (see below)

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Name (print)

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Name (print)

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Title (print)

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Title (print)

**SECTION 7**

**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 Antirigging 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 8**  
**PERFORMANCE BOND**

## PERFORMANCE BOND

Bond Number \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ as

Principal, hereinafter called Contractor, and \_\_\_\_\_  
a (corporation/partnership) organized and existing under the laws of the State of \_\_\_\_\_

as Surety, hereinafter called Surety, are held and firmly bound unto the County of Lycoming, Pennsylvania, as Obligee, in the amount of \_\_\_\_\_dollars(\$ \_\_\_\_\_) lawful money of the United States of America, for the payment whereof Contractor and Principal bind themselves, his/her heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement date \_\_\_\_\_, 20\_\_\_\_, entered into a contract or proposal with Obligee for \_\_\_\_\_, which contract or proposal is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW THEREFORE, the terms and conditions of this Bond are and shall be that if: (A) the Principal well, truly and faithfully shall comply with and shall perform the Contract (and all alterations thereof) in accordance with the Contract Documents, and if the Principal shall satisfy all claims and demands incurred in or related to the performance of the Contract by the Principal or the Principal's subcontractors as its or his/her agents or employees or growing out of performance of the Contract, and if the Principal shall indemnify completely and shall save harmless the Obligee and all of its officers, agents and employees from any and all costs and damages which the Obligee and/as or all of its officers, agents and employees may sustain or suffer by reason of the failure of the Principal to do so, and if the Principal shall reimburse completely and shall pay to the Obligee any and all costs and expenses which the Obligee and/as any or all of its officers, agents and employees may sustain or suffer by reason of the failure of the Principal to do so, and if the Principal shall reimburse completely and shall pay to the Obligee any and all costs and expenses which the Obligee and/as any or all of its officers, agents, and employees may incur by reason of any such default or failure of the Principal: and (B) if the Principal shall remedy, without cost to the Obligee, any work not in accordance with the Contract Documents and all defects which may develop during the period of one (1) year from the date of completion by the Principal and acceptance of the Obligee of the work to be performed under the Contract in accordance with the Contract Documents, which defects, in the sole judgment of the Obligee or its legal successors in interest, shall be caused by or shall result from defective or inferior materials, then this Bond shall be void; otherwise, this Bond shall be and shall remain in force and effect.

Every provision of said act applicable to said contract and this Bond is incorporated herein by reference thereto.

The Principal and Surety agree that any alterations, changes and/or additions to the Contract Documents, and/or additions to the work to be performed under the Contract in accordance with the Contract Documents, and/or any alterations, changes, and/or additions to the Contract, and/or any giving by the Obligee of any extensions of time for the performance of the Contract in accordance with the Contract Documents, and/or any forbearance of either the Principal or the Obligee toward the other with respect to the Contract Documents and the Contract and/or the reduction of any percentage to be retained by the Obligee as permitted by the Contract Documents and by the Contract shall not release in any manner whatsoever, the Principal and the Surety, or either of them, or his/her heirs, executors, administrators, successors, and assigns, from liability and obligations under this Bond; and the Surety, for value received, does waive notice of any such alterations, changes, additions, extensions of time, acts of forbearance and/or reduction of retained percentage.

AND FURTHER, if we do hereby empower any attorney of any court of record within the United States, or elsewhere, to appear for us, and, after one or more declarations filed, confess judgment against us as of any term for the above sum, costs of suit and reasonable attorney's fees, ten (10%) percent for collection, and a release of all errors and without stay of execution and inquisition and extension upon any levy upon real estate is hereby waived and condemnation agreed to, and the exemption of personal property from levy and sale on any execution hereon is also hereby expressly waived, and no benefit of exemption shall be claimed under and by virtue of any exemption law now in force or which may be hereafter passed.

If the Principal is a foreign corporation (incorporated under any laws other than those of the Commonwealth of Pennsylvania) then further terms and conditions of this Bond are and shall be that the Principal or the Surety shall not be discharged from the liability on this Bond, nor this Bond surrendered until such Principal files with the Obligee a certificate from the Pennsylvania Department of Revenue evidencing the payment in full of all bonus taxes, penalties and interest, and a certificate from the Bureau of Employment and Unemployment Compensation of the Pennsylvania Department of Labor and Industry, evidencing the payment of all unemployment compensation, contributions, penalties and interest due the Commonwealth from said Principal or any foreign corporation or subcontractor there under or for which liability has accrued but the time for payment has not arrived, all in accordance with provisions of the Act of June 10, 1947; P.L. 493 of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the Principal and Surety cause this Bond to be signed, sealed and delivered this day of \_\_\_\_\_, 20\_\_\_\_.

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder and Principal

\_\_\_\_\_  
Signature (Seal)

\_\_\_\_\_  
Name of Surety

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Officer or Attorney-in-Fact

**SECTION 9**  
**EXCEPTION FORM**

