

# REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until Wednesday, June 24, 2020 at 10:00 a.m., at which time such proposals will be opened in the City Council Chambers and available for public viewing at [www.youtube.com/user/electriccitytv570](http://www.youtube.com/user/electriccitytv570) for the following:

## CITY OF SCRANTON

### ENGINEERING SERVICES - 2020 ROADWAY IMPROVEMENT PROJECT

Proposals shall be made upon the official proposal form attached to the specifications which may be obtained at the City Purchasing Department, 340 North Washington Avenue, Scranton, PA 18503 and which may be had by bona fide bidders. Copies can be obtained on the City of Scranton website at [www.scrantonpa.gov](http://www.scrantonpa.gov). If you intend to submit a proposal, you are required to notify DPW Director Thomas Preambo via email at [tpreambo@scrantonpa.gov](mailto:tpreambo@scrantonpa.gov). If you fail to notify the DPW Director of your intent to submit a bid, you will not receive any Addenda or answers to questions that may be submitted from other bidders.

Proposals will be received and identified by "City of Scranton Engineering Services – 2020 Paving". Due to the closure of City Hall, all proposals shall be submitted to City Controller John Murray electronically via <https://www.dropbox.com/request/VevFxX6b5nRij0qyLsgM>, so as to arrive by the date and time specified above. The City of Scranton will require a pdf document of this proposal. If you have any questions, please submit them via email only to Thomas Preambo, DPW Director at [tpreambo@scrantonpa.gov](mailto:tpreambo@scrantonpa.gov).

Thomas Preambo, DPW Director

Each proposal must be accompanied by a signed proposal, certificate of insurance, and signed anti-collusion, affirmative action, and disclosure affidavit.

# INVITATION FOR REQUEST FOR PROPOSAL

## CITY OF SCRANTON

### I. TYPES OF SERVICES REQUIRED

The City of Scranton requires professional service and advice with the following project:

#### *2020 Roadway Improvement Project*

The Project consists of an approximate \$1,100,000 Roadway Improvement Project incorporating the resurfacing of approximately 3 to 4.5 miles of roadway. The Project will be funded by from the City of Scranton 2020 Operating Budget.

#### **Engineering Project Description**

Firm will perform the engineering and other related services necessary for the design, bidding and construction (including but not limited to the following: Scope of Professional Services work is to develop design specifications for bidding and oversee the projects through construction; inspect completed work with daily onsite inspections; review and approve change orders; professional consultations and attend all construction meetings, and submit and approve invoices, application for payment to the City of Scranton's Office of Economic and Community Development for the construction of the project, including a written final inspection and completion report)for work including but is not limited to paving of "approximately 3 to 4.5 miles of roadway including transition and gutter or full width milling, Overlays, Scratch Coat, Bituminous Tack Coat, "approximately "10 to 25" Concrete Handicapped Curb Ramps with Survey and Design Construction Drawings , Rolled Bituminous Curbing, and Maintenance and Protection of Traffic. The Preparation for the Tack Coat, Rolled Bituminous Curb and the adjustment of any utility valves and manholes shall be included in the project for Scranton, Pennsylvania. All work will be constructed to meet current PennDOT and AASHTO standards for a local roads and bridges. The project is expected to be completed during the 2020 and 2021 construction seasons or the end of the construction project.

II. INFORMATION REQUIRED FROM INTERESTED FIRMS

The City of Scranton is pleased to invite your firm to submit a written Proposal for this project. Attached hereto is Form P/A-1(a), Professional Advice Questionnaire for Architect/Engineer, to assist you in preparing your Proposal. The City of Scranton shall negotiate a contract with the most qualified firm, for necessary services, at compensation which the City determines as fair and reasonable. Should the City of Scranton be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, the City shall then undertake negotiations with the second most qualified firm.

Information shall include the following:

1. Firm's method of approach for furnishing the required services.
2. The firm's statement of qualifications, profile, and performance regarding the proposed contract. (See attached Professional Advice Questionnaire for Architect/Engineer.)

Interested firms shall address and submit their "Request for Proposal" to:

**TO THE ATTENTION OF:**

John Murray  
City Controller  
City of Scranton

Via: <https://www.dropbox.com/request/VevFxX6b5nRij0qyLsgM>

The proposals shall be received no later than 10:00 A.M. prevailing time on June 24, 2020.

III. COMPENSATION

The City of Scranton will negotiate a fixed fee for all services to be provided by the firm in connection with the project. It is expressly understood that failure to negotiate for services as established above, will disqualify the firm's "Request for Proposal."

#### IV. FACTORS FOR EVALUATION

Each "Request for Proposal" received from interested firms shall be reviewed by the City of Scranton and, if necessary, the firm will be invited to be interviewed, should additional information be necessary. This information will then be evaluated by utilizing the attached Evaluation Criteria Form, and will be scored. The responsible firm, whose credentials will be most advantageous to the City of Scranton, will be considered in negotiations.

The contract will be awarded within sixty (60) days of the date of City Council approval.

The City of Scranton is an Affirmative Action Equal Employment Opportunity Employer.

PROFESSIONAL ADVICE QUESTIONNAIRE

ARCHITECT/ENGINEER

Purpose: The purpose of this form is to provide information regarding the qualifications of interested firms in providing a specific professional service.

1. Project Name/Location for which firm is filing:

2a. Public Advertisement  
Announcement Date, if any:

2b. Identification Number,  
if any:

3. Firm Name & Address:

3a. Name, Title & Telephone Number of Principal to Contact:

3b. Address of office to perform work, if different from  
Item #3:

4. Personnel by Discipline:

\_\_\_ Administrative  
(Secretarial/Clerical)

\_\_\_ Electrical Engineers  
\_\_\_ Estimators

\_\_\_ Soils Engineers  
\_\_\_ Specification Writers

\_\_\_ \_\_\_\_\_

\_\_\_ Architects

\_\_\_ Landscape Architects

\_\_\_ Structural Engineers

\_\_\_ \_\_\_\_\_

\_\_\_ Civil Engineers

\_\_\_ Mechanical Engineers

\_\_\_ Surveyors

\_\_\_ \_\_\_\_\_

\_\_\_ Construction Inspectors

\_\_\_ Planners: Urban/Regional

\_\_\_\_\_

\_\_\_ Draftsmen

\_\_\_ Total Personnel

FIRM NAME:

PROJECT NUMBER:

<p>5. Does your firm qualify under one of the following:</p> <p>A. Female Owned Business Firm  B. Labor Surplus Area Business Firm  C. Minority Owned Business Firm  D. Section 3 Business Firm  E. Small Business Firm</p>	<p>6. Outside key consultants/associates anticipated for this project:</p>
<p>7. Brief Resume' of KEY Persons, Specialists, and Individual Consultants anticipated for this Project:</p>	
<p>a. Name and Title:</p>	<p>a. Name and Title:</p>
<p>b. Project Assignment:</p>	<p>b. Project Assignment:</p>
<p>c. Name of firm with which associated:</p>	<p>c. Name of firm with which associated:</p>
<p>d. Years experience: With this firm ____ With other firms _____</p>	<p>d. Years experience: With this firm ____ With other firms _____</p>
<p>e. Education: Degree(s)/Year/Specialization</p>	<p>e. Education: Degree(s)/Year/Specialization</p>
<p>f. Active Registration: Year first registered/Discipline</p>	<p>f. Active Registration: Year first registered/Discipline</p>
<p>g. Other experience and qualifications relevant to the proposed project:</p>	<p>g. Other experience and qualifications relevant to the proposed project:</p>

(a) FIRM NAME:

PROJECT NUMBER:

<p>h. Estimated level of effort, in terms of time commitment, to be provided (add additional pages, if necessary):</p>	<p>h. Estimated level of effort, in terms of time commitment, to be provided (add additional pages, if necessary):</p>
--	--

8. Work by firm which best illustrates current qualifications relevant to this project, in terms of overall business experience and capabilities, and producing satisfactory results in a scheduled time frame. (Add additional information on back page, if necessary). (List no more than four (4) projects.)

a. Project Name & Location	b. Nature of Firm's Responsibility:	c. Owner's Name & Address	d. Estimated Completion Time Actual Completion Time	e. <u>Estimated Cost</u>		f. Actual Fee Charged
				Entire Project Cost:	Cost of Work for which firm was/is responsible:	
1.			/			
2.			/			
3.			/			
4.			/			

FIRM NAME:

PROJECT NUMBER:

9. Use this space to provide any additional information, or description of resources supporting your qualifications for the proposed project:

---

10. The foregoing is a statement of facts.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

Typed Name and Title



INFORMATION TO BE INCLUDED IN ARCHITECT/ENGINEERS CONTRACT AGREEMENT.

1. MAXIMUM COMPENSATION PARAGRAPH:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT IN NO EVENT WILL THE TOTAL AMOUNT OF COMPENSATION AND REIMBURSEMENT EXCEED THE MAXIMUM SUM OF \$ FOR ALL SERVICES REQUIRED UNDER THIS PROJECT, UNLESS THE SCOPE OF WORK IS INCREASED BY THE CITY OF SCRANTON.

2. GENERAL TERMS & CONDITIONS:

TO BE ATTACHED TO ACKNOWLEDGED IN THE CONTRACT THAT THEY ARE A PART THEREOF.

3. SCHEDULE OF WHEN SERVICES WILL BE COMPLETED: TIME FOR PERFORMANCE:

THE ARCHITECT/ENGINEER WARRANTS AND ASSURES THE CITY OF SCRANTON THAT ALL WORK REQUIRED HEREIN WILL BE COMPLETED NO LATER THAN DECEMBER 31, 2020. THE SCHEDULE IS TO BID THE PROJECT IN THE SECOND QUARTER OF 2020 AND COMPLETE ALL CONSTRUCTION BY OR BEFORE DECEMBER 31, 2020.

.

**ATTACHMENTS  
DATA SUBMISSION DOCUMENTS**

**Attachment A. Affirmative Action Certification**

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess

(8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

\_\_\_\_\_

DATE:

NAME OF PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Attachment B. Certificate of Non-Segregated Facilities**

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE: \_\_\_\_\_

NAME OF PROPOSER: \_\_\_\_\_

BY \_\_\_\_\_

TITLE: \_\_\_\_\_

**Attachment C.**  
**Non-Collusion Affidavit of Prime Bidder**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He is \_\_\_\_\_

(Owner, partner, officer, representative or agent)

of \_\_\_\_\_, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit  
Signature Page

Signed \_\_\_\_\_

\_\_\_\_\_  
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

(TITLE) \_\_\_\_\_

MY COMMISSION EXPIRES  
\_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_

## Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
  - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

**VERIFICATION** I \_\_\_\_\_, hereby state that I am (title)\_\_\_\_\_ for,  
\_\_\_\_\_ and am authorized to make this verification.

Signature: \_\_\_\_\_

All responses must be received by 10:00 A.M. Eastern Time June 24, 2020. Questions should be submitted to [tpreambo@scrantonpa.gov](mailto:tpreambo@scrantonpa.gov). Subject line of questions and/or responses should read: "City of Scranton Engineering Services – 2020 Paving".

**THIS PROPOSAL MUST BE RECEIVED ELECTRONICALLY AS INDICATED ABOVE TO THE  
NO LATER THAN  
10:00 a.m.  
June 24, 2020**

**TO THE ATTENTION OF:**

John Murray  
City Controller  
City of Scranton

Via: <https://www.dropbox.com/request/VevFxX6b5nRij0qyLsgM>

**NAME OF VENDOR:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_