



# 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 BRIDGE BUNDLING ENGINEERING SERVICES

**ISSUE DATE: JANUARY 10, 2020**  
**DUE DATE: MARCH 13, 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: January 10<sup>th</sup> & 14<sup>th</sup>

### NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for. Proposals are due by **Friday, March 13, 2020, at 5:00 P.M. EST.** Proposals will be opened on **Tuesday, March 17, 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 Bridge Bundling Engineering Services.**"

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

A mandatory Pre-Bid Conference will be held on Wednesday, February 5, 2020, at 1:00 PM in the Commissioners Meeting Room, Lycoming County Executive Plaza Building, 330 Pine Street, Williamsport, PA 17701. Attendance at the Pre-Bid Conference is a prerequisite for submitting a bid. Bids will only be accepted from those who are represented at the bid conference. Attendance at the pre-bid conference will be evidenced by the representative's signature on the attendance roster.

Questions regarding this request for proposal shall be directed to Mya Toon, Chief Procurement Officer, at [mtoon@lyco.org](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 Monday, March 2, 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, March 13, 2020, 5:00 P.M. EST. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, March 17, 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:	January 10, 2020
Final Date for Written Questions:	March 2, 2020
Deadline for Submitting Proposals:	March 13, 2020
Opening of Proposals:	March 17, 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 Bridge Bundling Engineering." 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) 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 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.**



**2.14 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.

**3.5 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.

**3.7 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 March 31, 2024.
- 4.5 Option to Extend Contract Period.** The contract may be extended, 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 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.
- 4.7 Subcontracting.** The Contractor shall not subcontract any of its obligations under this contract without the County's prior written consent. In the event the County does consent in writing to a subcontracting arrangement, the Contractor shall be the prime contractor and shall remain fully responsible for performance of all obligations which it is required to perform under this contract.
- 4.8 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 design the replacement and rehabilitation of 17 bridges owned by local municipalities as part of an overall local bridge bundling approach. Please note, the County of Lycoming is not the owner of these bridges. Rather, each bridge is owned by separate municipalities who have chosen to enroll in this County sponsored program. The County supports bridge bundling as an efficient and innovative method to reduce the number of poor condition locally-owned bridges while saving time and money during project delivery. It is expected that a single professional services contract will be used to design all the bridges, however multiple construction contracts may be needed to construct all the bridges using a design-bid-build delivery method. 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 program on behalf of the municipal bridge owners that includes contracting with an engineering firm to design the bridge improvements as well as publicly bidding and awarding construction contracts to a PennDOT pre-qualified contractor to construct the bridge improvements. This is the first time the County of Lycoming has embarked on a bridge bundling program and may be the first example in Pennsylvania where a County has undertaken an approach to bundle a large number of local municipality-owned bridges. (Northampton County recently undertook a public-private partnership (P3) approach to bundle 33 bridges, however all were county-owned structures and did not involve a partnership with local municipalities to include their bridges in the bundle.) Therefore, it is envisioned that if this program is successful it may be useful as a best practice for other counties interested in partnering with their local municipalities to include their structures in a bridge bundle administered by a county government. It is acknowledged that several other PA counties are also exploring such options as well.

The County of Lycoming is obtaining the upfront financing for this program through the Pennsylvania Infrastructure Bank, (PIB) Loan Program approved by the PA Department of Transportation, (PennDOT) and the PA Department of Community and Economic Development, (PA DCED). The approved loan amount is \$ 7 million that can be used for all project development activities, including preliminary engineering and final design, right of way acquisition, utility relocations, construction, construction engineering and inspection services.

The County of Lycoming has enacted a Fee for Local Use Ordinance as authorized by PA Act 89 to provide debt service payments for the PIB loan. Other debt service revenue streams include PA Act 13 Bridge Restricted Account funds received by the County along with a 5% local share provided by participating local municipalities. All 17 bridges have been programmed on the Williamsport Area Transportation Study, (WATS) FFY 2019 Transportation Improvement Program, (TIP) as required by PA Act 89 and Act 13, however there are no federal or state funds included in this overall financing package.

### **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 of 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 locally owned bridges in compliance with National Bridge Inspection System, (NBIS) standards. Larson Design Group, the county designated engineer was used to conduct these inspections and the County also paid the 20% local

municipal share. All data for these structures are included in the PennDOT Bridge Management System (BMS2) database.

In 2010, the County 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 102 small bridges owned by local municipalities. Other PA planning partners then embarked on developing similar inventories of small local bridge structure (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 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 included in the PennDOT BMS2 database.

The County then performed an outreach effort in 2017 with each municipality owning poor condition structures to determine those bridges having the highest municipal priority. Based on these survey results, the County determined that the 17 bridges included in this bridge bundle would advance to design and construction so effectively the poor condition local bridge inventory in Lycoming County will be reduced by approximately 50% when this bridge bundle is completed. Each participating municipality has signed a Memorandum of Understanding, (MOU) that officially enrolls their bridge in the bundling program and commits their 5% local share based on the estimated cost of their bridge as determined by our engineering inspectors.

### **C. PROJECT DELIVERY APPROACH**

As indicated earlier, 17 locally owned bridges will be included in this bundling package. There are 13 proposed bridge replacements and 4 proposed bridge rehabilitations. Span lengths range from 8 feet up to 49 feet. There are 7 bridges with span lengths greater than 20 feet span length receiving routine NBIS inspections performed by Larson Design Group. The other 10 bridges are less than 20 feet where NBIS inspections are not federally required, however as a good asset management best practice, the County has been inspecting these small bridge structures from 2011-2016 using Bassett Engineering. Existing structure types consist of steel plate pipe culverts (4); prestressed concrete adjacent box beam (1); concrete arch culverts(2) ; steel I beams (4) reinforced concrete slab (1); steel multi beam (2); concrete rigid frame (1); reinforced concrete T beam (1) and an SPP arch culvert (1).

The County of Lycoming has decided to employ a design-bid-build approach for this local bridge bundling program. The reasons for this decision are based on the following considerations:

- Historically, the County of Lycoming has only used this traditional project delivery method when undertaking 15 county-owned bridge improvement projects during the past three decades which has ensured transparency and a fair process for awarding low bid public construction projects and our staff is very familiar with the process. In nearly all cases, project delivery outcomes have been very favorable.
  
- The County will require the contractor to bear the responsibility for meeting the requirements of the bid documents within its bid price. Construction methods and materials and final bridge construction results will be in accordance with the plans, specifications and schedule contained in the contract documents. The design consultant will be responsible to the County for design quality assurance (QA) and design quality control, (QC).



- The County is administering the bridge bundle on behalf of local municipal bridge owners and wishes to maintain maximum control by specifying the final product subject to municipal approval of the final construction plans prior to bid advertisement.
- The proposed projects are not expected to pose significant design and construction challenges given the bridges limited functions and anticipated minimal environmental and community impacts where contractor innovation will be needed beyond what a typical design bid build approach can offer by hiring a highly qualified engineering consultant with bridge bundling expertise. Use of standardized structure designs are also anticipated.

**D. BRIDGE BUNDLE PROGRAM BRIDGE LISTINGS**

<b>OWNER</b>	<b>BRIDGE LOCATION</b>	<b>BRIDGE TYPE</b>	<b>SPAN LENGTH</b>	<b>IMPROVEMENT</b>
Eldred Twp	T-850 Calebs Creek	Double Barrel Steel Plate Pipe Culvert	11 feet	Replacement
Fairfield Twp	T-541 Tules Run	N/C Prestressed Concrete Adj. Box Beam	24 feet	Rehabilitation
Franklin Twp	T-469 German Run	SPP Arch Culvert	12 feet	Replacement
Gamble Twp	T-625 Murray Run	Steel I beam	24 feet	Replacement
Hepburn Twp	T-489 Mill Creek	Steel Multi Beam	17 feet	Replacement
Jersey Shore Boro	Wilson St over Pfouts Run	Reinforced Concrete Slab	8 feet	Replacement
Lewis Twp	T-857 Slacks Run	Steel Multi Beam	26 feet	Replacement
Loyalsock Twp	T-616 McClures Run	Concrete Arch	8 feet	Replacement
Mifflin Twp	T-358 Trib Larrys Creek	Concrete Encased Steel I Beam	19 feet	Replacement
Muncy Twp	T-516 Oak Run	Concrete Arch	12 feet	Replacement
Penn Twp	T-571 Marsh Run	Steel Plate Pipe (RR Tanker) Culvert	15 feet	Replacement
Susquehanna Twp	T-392 Bender Run	Steel Plate Pipe (RR Tanker) Culvert	8 feet	Replacement
Wolf Twp	T-250 Gregs Run	Concrete Rigid Frame	24 feet	Rehabilitation
Limestone Twp	T-305 Antes Creek	SPP RR Tanker Culvert	9 feet	Replacement
Montgomery Boro	Montgomery Park Rd Bridge	Reinforced Concrete T Beam	42 feet	Rehabilitation
Moreland Twp	T-638 Laurel Run	Concrete Encased Steel I Beam	29 feet	Rehabilitation

Washington Twp	Gap Rd White Deer Hole Creek	Steel I Beam	27 feet	Replacement
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Click link below for Bridge Bundle Location Maps and Latest Bridge Inspection Reports:

<http://lyco.maps.arcgis.com/apps/webappviewer/index.html?id=254c2e49400849c8bb288178f198f905>

**E. BASIC DESIGN ASSUMPTIONS**

- a) Bridges are located on local roads with low traffic volumes. Therefore, it is not expected that significant traffic coordination and analysis will be necessary. The consultant should assume a detour would be used for every bridge and that if major modifications to traffic control would be necessary during the design phase, such major modifications would be processed as a change order to the consultant contract.
- b) The consultant should assume that existing horizontal and vertical roadway alignments will be used with minor modifications, if needed.
- c) The bridge rehabilitations or replacements included in this RFP are ideal for bundling as these are typically smaller, single span structures. Similar bridge types and simple designs are assumed in most if not all instances, however no predetermined replacement structure types have been formulated. The consultant should develop preliminary construction schedules at the TS & L approval stage. An evaluation needs to be performed to determine how many bridge crews are needed to accommodate multiple bridges being constructed at the same time. This may impact how many bridges are grouped together for construction letting purposes.
- d) It is anticipated that two to four contracts will be developed for construction over a three to five year period beginning with the first contracts being bid in the fall of 2022 and construction starting in the spring of 2023. The number of bridges on the first contract will be set by similar scopes of work, geographic location, and/or the number of bridge crews required to complete the bridges in one construction season along with input from municipal bridge owners regarding their sense of urgency to construct the project to address bridge critical deficiencies and negative community impacts. The County is interested in balancing design efficiencies with construction efficiencies. The intent would be to let a project that is able to be constructed by a local contractor considering the number of bridge crews that they would likely have available for one construction season. The County does not want to develop a bid package that would discourage local contractor participation from the competitive bidding process due to limited availability of bridge crews, small contractor bonding limitations or other factors. (The County is receptive to the idea of letting more than one construction contract concurrently in the same year if the above concerns are adequately addressed.)

The second contract could be bid in the fall of 2023 with construction starting in the spring of 2024. This will allow any needed adjustment to be made from the lessons learned with the first contract. At this time, the decision will need to be made if all remaining bridges should be included on the second contract with multiple years to complete construction or if projects similar to the first contract should be developed and bid in subsequent years with construction limited to one year. The County goal is to deliver bridge projects that are the most economical to design and build without discouraging local contractor participation. It is the County's

observation that most local contractors do not have the resources to work on all 17 bridges in the bundle at one time and will likely require subcontractors which may add to overall cost and they may choose not to bid on the project leading to only very large contractors bidding on the project which may inflate costs. Staggering the design submissions may also reduce design costs and reviews. The consultant should evaluate whether bridge rehabilitations and bridge replacements should be in the same construction contract or separate construction contracts.

- e) Given the lack of complexity anticipated with these structure types and site considerations it is anticipated that the final recommended structure type can be determined quickly thus streamlining the PS & E package and allowing for the possibility of grouping environmental and utility field coordination meetings. All third party issues, including utility relocation, environmental permitting and temporary construction easements/permanent right of way takes must be resolved prior to construction bid letting, unless extenuating circumstances prevail. Construction procurement method will be competitive low bid using a PennDOT Pre-Qualified contractor that is fully responsive to the bid package requirements prepared by the engineering consultant.

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

The consultant shall 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)**

- a. Firms Introductory Cover Letter
- b. Firm's Background Information (Section 1)
- c. Staffing Plan / Professional Qualifications (Section 2)
- d. Specialized Experience (Section 3)
- e. Key References (Section 4)
- f. Summary Approach and Detailed Responses to Scoping Tasks By Phase (Section 5)
  - Part 1: Preliminary Engineering Phase
  - Part 2: Final Design Phase
  - Part 3A: Construction Engineering Services Phase
  - Part 3B: Construction Inspection Services Phase
  - Part 4: Initial NBIS Safety Inspection Report
- g. Responsiveness to Project Schedule (Section 6)

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

The consultant should discuss why the firm and any use of sub-consultant (s), if applicable, are the right choice to perform engineering services necessary to advance this local bridge bundling program. Include central office location information and any branch offices that would be involved. If sub-consultants are used, please explain why the proposed team approach will add value to the overall effort and specifically note what aspects the sub-consultants 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 improvement projects, especially where a bridge bundling approach was used. Educational degrees and licenses / certifications should be noted on the staff resumes. A staff organizational chart must be provided that shows the relationship and chain of command of the entire project team, including sub-consultants 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 sub-consultants 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 improvement projects 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, designing and delivering bridge improvement projects occurred. Identify the location of these projects and who served as project sponsor. Obviously, demonstrated project related experience in designing bridges using a design – bid – build bundling approach is of special interest to Lycoming County and should be highlighted.

**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 improvement projects). Do not cite, non-bridge 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 projects which are the same being proposed for our bridge bundle project.

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

As part of the Technical Proposal submission in response to this RFP, engineering consultants should provide a summary explaining the overall project development approach to be used by the team. Please state any opportunities your approach would offer to promote innovation, creativity, streamlining, economies of scale cost savings and excellent communication both internally and externally. Use of lower cost bridge design and construction technologies is of special interest. Following the summary approach statement, please prepare detailed responses that would adequately address the following general outline of the anticipated tasks for each phase identified as part of the project development process noted below. Phases include preliminary engineering, final design, construction engineering services, construction inspection services and the initial NBIS inspection report submission. These responses will form the basis for the approved technical scope of services to be included in the engineering contract that will be executed between the County of Lycoming and the successful consultant.

PLEASE NOTE: this bridge bundle does NOT include federal funds so proposed work task activities should take this situation into account.) However, the funding package will require a "Structural Adequacy Approval" from PennDOT. Structural Adequacy submissions will include: TS & L Foundation Report, Final Structure Plans and a copy of the approved PA DEP Permit. Structural Adequacy submissions must be provided to PennDOT as they are developed. Therefore, coordination with PennDOT Engineering District 3-0 as submissions are being developed by the consultant is strongly encouraged.

➤ **Part 1: Preliminary Engineering Phase**

*Task 1 – Field Survey*

The consultant should address as part of their proposal the need for intent to enter letters to property owners that may be affected by the project. Determine type, method and extent of field survey, extent of upstream/downstream cross sections, core boring data collection, surveying needs, topographic data collection, etc. All property points affected by the project should be referenced along with staking of final control points so that required right of way can be determined and contractor can accurately stake out the projects. All points will be established on State Plane Coordinate System (1983) or newer for horizontal and NAVD (1988) for vertical control. Use of assumed coordinate system and datum may be used if no monumentation is available within 1000 feet of projects. All work shall be consistent with QA/QC Plan for development of Right of Way and Construction Plans. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 2 – Environmental Studies*

The consultant should identify level of environmental reviews and required documentation needed to secure environmental clearances and regulatory permits to construct the bundled bridges. The consultant should organize environmental scoping field views. Environmental work may include but it is not limited to wetlands identification and delineation, PNDI searches to identify potential for presence of special concern (threatened and endangered species) as well as other important ecological resources, information relative to stream water quality, aquatic ecology etc.. . Coordinate with appropriate resource agencies as required. Determine need for and extent of archaeological and historic resource investigations and evaluations that may be required and coordinate with SHPO, PennDOT, PHMC and other agencies as required to produce necessary reports and forms to secure necessary clearances / approvals. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 3 – Utilities*

Identify all above ground and underground utilities that may be impacted by the project. It is suggested the consultant schedule a field view with affected utilities during preliminary design to resolve any issues quickly and accurately. Ensure compliance with Act 287 regarding utility notifications. Preliminary plans should be coordinated with impacted utilities within work limits at which time exact type, size and location of all facilities will be determined as well as whether or not any relocations or adjustments are required. Assess the need for utility relocation plans at specific bridge locations. Any needed utility clearances and relocations should be addressed and resolved prior to construction of bundled bridges. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 4 – Safety Review*

Bridges near intersections should be evaluated for sight distance adequacy along with guiderail type and placement and turning movements of larger vehicles. Bicycle and pedestrian considerations should be assessed at bridge sites as well as any other safety features identified or design exceptions that may be needed. The District 3-0 Safety Review Project Data Sheet can be used as a resource. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 5 – Line Grade and Typical Section*

Establish design criteria at bridge sites for County review and concurrence. Develop horizontal and vertical geometry for proposed alignments and typical sections in accordance with PennDOT criteria as per design manuals or note where exceptions should be considered. All proposed drainage facilities, existing and proposed utility facilities, beginning and ending stations for guide rail and

limits of work should be shown on plans and sections where applicable. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 6 – Erosion and Sedimentation Control Plan*

Prepare an E & S Plan and narrative for project sites in accordance with PennDOT Design Manual Part 2 Chapter 13 guidelines set forth in the PA DEP publication Erosion and Sediment Pollution Program Manual dated March, 2012 and current Title 25 Chapter 102 regulations. This plan will include any temporary causeways, cofferdams, stream diversions, drainage ditches/swales and stream crossings that may be required to construct new bridges. Assess whether NPDES Permits will be required at project sites and develop such permit applications, if required. Approved E & S Plans will be made part of final construction plans. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 7 – H & H Report and PA DEP Waterway Encroachment Permit*

As part of PA DEP Permit submission, complete hydrologic and hydraulic calculations and report for existing structures, proposed structure conditions and temporary construction conditions such as stream diversions. If existing FEMA flood studies exist for certain project sites, verify contents of study prior to performing hydraulic evaluations of existing and proposed structures and any proposed alignment shifts that require channel changes. Prepare CLOMR if required at certain project sites. Assess whether any Joint DEP/ACOE Section 404 Permits will be needed at specific bridge sites and prepare permit applications as required. The consultant will schedule any pre-application meetings at the project sites to help streamline the permitting process. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 8 – Type, Size and Location Submission*

Prepare for county approval (in consultation with municipal bridge owners) a TS & L submission in accordance with latest revision of PennDOT Design Manual Part 4. The County is not excluding certain structure types from the bridge bundle at this time, however the consultant should anticipate evaluating one to two alternatives per bridge for this proposal and recommend a preferred alternative. Should additional alternatives need to be evaluated, this additional work will be added as a change order to the consultant contract. A preliminary bridge plan, roadway plan and profile drawings for the roadway and stream, on and off bridge drainage, expansion joints (and type) aesthetic treatments and complete cost estimate including quantities and unit costs should be included in the submission along with a preliminary construction schedule as noted earlier to properly evaluate bridge bundling delivery methods. The streamline TS & L submission outline in PennDOT Design Manual Part 4 will be used. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 9 – Preliminary Right of Way Plan*

Prepare a preliminary right of plan for each bridge location. As part of this task the consultant should obtain copies of deeds for all properties impacted, contact property owners for verifications of ownership, prepare basic property plats if required, plot property lines on the plans, show legal and proposed right of way lines on property plats, compute areas of take and complete abstract sheets and other appropriate documentation for county and municipal bridge owner review. The municipal bridge owner will sign the final right of way plan so early coordination with each municipality is essential to ensure timely right of way clearances. The county will record the final ROW plans with the Lycoming County Register and Recorder's Office. The municipality and their solicitors will work with the property owners to obtain rights of way, using county and consultant assistance as needed. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 10 – Structure Borings / Foundation Approval*

Upon TS & L approval, the consultant shall arrange to provide test core borings as required in accordance with PennDOT Design Manual 4 and Publication 222 specifications. Please note if drilling activities will be done by in-house consultant team or contracted out. Drilling and laboratory testing costs should be incorporated in the consultant price proposal. If road closures are necessary during drilling the consultant will make necessary arrangements with municipal bridge/road owner and other affected parties as appropriate. The consultant will prepare drilling logs and secure bore samples for storage and testing. Based on geotechnical engineering report recommendations, the consultant will recommend foundation types for structures. The Geotechnical report should document general soil and bedrock conditions, soil bearing capacities, soil / rock parameters for foundation design, coefficients of sliding, settlement analyses, cut/fill slope recommendations and other document as appropriate to support foundation / bridge design recommendations. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 11 – Public Involvement*

The County has formed a Lycoming County Bridge Bundling Steering Committee consisting of all municipal bridge owners included in this bundle, PennDOT, PA DEP, County Planning Staff and County Conservation District Officials. The County will Chair the Steering Committee and serve as support staff to the Committee by providing meeting notices, agendas and other documentation in coordination with the consultant. It is anticipated this committee will meet quarterly (every 3 months) to review key progress associated with the project development process, especially where decision points about major work activities are needed. Near the conclusion of the preliminary design phase when overall project recommendations are known (such as preferred alignments, structure types environmental and right of way impacts, detours, estimated costs and schedules), the County and local municipal bridge owners will coordinate a series of regional public meetings sponsored by the County (not to exceed four) to present consultant recommendations for public review and comment. The consultant will attend all these meetings. The consultant will work with the County and Steering Committee to make all arrangements and conduct advance outreach efforts to ensure the public (especially affected property owners) have been afforded an opportunity to participate. The consultant will record and distribute steering committee minutes to the county. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 12- Project Management*

The consultant shall assign an individual to be responsible for coordinating all activities of the various in-house disciplines and sub-consultant activities if used. This individual will also act as a liaison with other outside agencies where coordination is needed. As the liaison, this individual will be the prime contact and will be responsible for establishing and meeting deadlines and budgets. The County should receive monthly status reports detailing progress made by the consultant team for each task along with any unresolved issues noted. Track project schedule as part of the monthly status report. If sub-consultants are used on the team, likewise note the individual who will be coordinating their assigned work activities. The responsible individual(s) should plan on attending steering committee and public meetings. Other key staff can also attend based on agenda topics and their areas of expertise and responsibility. Identify any other issues or needs for successful completion of this task using a bundling approach.

➤ **Part 2: Final Design Phase**

*Task 1 – Constructability Review*

Upon foundation approval and at a stage where preliminary bridge and roadway plans (along with a preliminary construction schedule) are nearly complete, the consultant should make arrangements

and convene constructability review meetings at project sites involving the county and municipal bridge owners. Other stakeholders may also participate as appropriate. The consultant will present the plans and fully explain construction durations at the meetings and answer questions and conduct needed follow-up, including distribution of meeting notes to the County. Incorporate recommendations from meetings into final plans as appropriate. . Identify any other issues or needs for successful completion of this task using a bundling approach.

#### *Task 2 – Final Right of Way Plan*

As part of final plans check, the consultant will address and incorporate any county and municipal comments and recommendations as part of finalizing the right of way plan. As stated earlier, the municipal bridge owner will sign the final right of way plan and own all acquired property needed to construct their bridge. The county will record the final ROW plans with the Lycoming County Register and Recorder's Office. The municipality and their solicitors will work with the property owners to obtain rights of way, using county and consultant assistance as needed. If issues arise during ROW acquisition where property owners do not agree to the municipal offer of compensation based on a fair market appraisal, the municipal solicitor will settle ROW claims in accordance with legal procedures to avoid project delays. The county in coordination with municipal bridge owners will make arrangements for any required property appraisals. Identify any other issues or needs for successful completion of this task using a bundling approach.

#### *Task 3 – Bridge Design*

The consultant shall perform all structural design based on Load Resistance Factor Design (LRFD) Criteria. Design activities should be in accordance with current AASHTO Design Specifications. Indicate Live Loading to be utilized. Check structure for permit loads at operating level in accordance with AASHTO. Determine inventory and operating load capacity ratings for H20, HS20, ML80, TK527, PHL93 and P82. Prepare bridge drawings in accordance with applicable portions of PennDOT Design Manuals, Parts 3 & 4.

Prepare Structural Adequacy Submission to PennDOT Engineering District 3-0. Submission should include Bridge Plan Approval Form D-4274, the Bridge Structural Plans and Bridge Structure Design Computation Book. Structure Plans should include a general plan, elevation and typical section sheet, general notes sheet and a stakeout sketch. The consultant should anticipate submission to PennDOT via electronic pdf. Incorporate PennDOT comments, if any, from this review into the final plans. Approved shop drawings should be provided to PennDOT during construction. Plans need signed and sealed by a PE in the Commonwealth of PA and meet PennDOT Standards. Identify any other issues or needs for successful completion of this task using a bundling approach.

#### *Task 4 – Maintenance and Protection of Traffic*

A traffic control plan should be prepared in accordance with PennDOT Design Manuals, the MUTCD and Publication 203 which outlines the method of maintaining traffic around the construction zone. If detours are involved, coordinate with the municipality, school district, emergency services, local gas drilling operations, PennDOT and other stakeholders as appropriate to determine feasibility and community impacts. As part of this task, the consultant should map projects and detours by year and also show other PennDOT and local project information. This will be useful to evaluate conflicts and establish construction time restrictions in coordination with all stakeholders. The consultant should also assist the County in establishing penalties, such as providing computations that may be needed to justify the penalty amount, should the contractor not complete bridges on schedule. Such penalties will be reviewed by the County Solicitor for inclusion in the bid package and enforced as part of the construction contract. Identify any other issues or needs for successful completion of this task using a bundling approach.



*Task 5 – Signing and Pavement Markings*

Prepare recommended sign types, locations, and sign messages. Prepare layouts of all pavement markings. This information can be incorporated as part of the traffic control plan and roadway plans. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 6 – Final Bridge and Roadway Plans*

The consultant shall prepare bridge drawings on standard 22” x 34” sheets. Final bridge plans and supporting information should be incorporated into final PS & E submission. Finalize quantities for roadways and bridges and update engineer’s estimate of probable construction costs. All technical specifications will be referenced to PennDOT Publication 408 and included in contract documents. Plan sheets should include a title sheet, index sheet showing index map, earthwork summary, general notes, typical section, summary sheets, tabulation sheets, geometry sheets, details sheet, plan and profile sheets and final design cross sections. Include with roadway plans the traffic control plan, E & S control plan and structure plans. Identify any other issues or needs for successful completion of this task using a bundling approach.

*Task 7 – Plans, Specifications and Estimate Submission / Bid Package Preparation*

Prepare for county and municipality review the PS & E submission for 17 bundled bridges that contains:

- Final Roadway Construction Plans.
- Maintenance and Protection of Traffic Plan.
- Erosion and Sediment Control Plan.
- Final Bridge Plans.
- All required Special Provisions.
- Final construction cost estimates.
- Copy of all executed permits.
- Copy of all executed utility clearances or sufficient document utilities will be cleared prior to construction activity commencing.
- Approved Right of Way Plan.
- Any other agency approvals that may be required.
- All quantity computations.
- Final design computations with electronic copy of design comps and H&H Report.
- Prebid construction schedule.
- Construction restrictions.
- Any needed computations for assessing contractor penalties.
- Environmental restrictions and project commitments tracking sheet needed for monitoring during construction.

**PLEASE NOTE:** the County of Lycoming will let the project for construction so PennDOT ECMS will not apply. Where plans require owner signature, the municipality owning the particular bridge will sign; not the county. The consultant should determine whether a single let or multiple lets of construction contracts should be performed along with providing letting schedules. The County will advertise and open all bids and award the construction contract(s). The consultant should indicate where assistance may be provided to the county during the bidding process. The municipality will remain bridge owner upon project close-out. . Identify any other issues or needs for successful completion of this task using a bundling approach.

➤ **Part 3A: Construction Services Phase**

The five tasks listed below are anticipated to be needed for the performance of construction engineering services. The consultant should discuss how these tasks will be addressed in the technical proposal and note any special considerations that should be taken into account during bridge bundling construction activity involving coordination with the contractor.

- Task 1* – Attend pre-construction conference with the Contractor, County, municipal bridge owner. Record and distribute minutes from this meeting.
- Task 2* – Perform shop drawing review for all bundled projects in the construction contract(s).
- Task 3* – Provide engineering services including any review of redesigns proposed by the successful contractor.
- Task 4* – Review various incidental submissions required by the bid specifications, including falsework drawings, deck replacement procedures, safety programs and quality control programs when required.
- Task 5* – Be responsible to resolve discrepancies between the plan and contractor survey data/alignment.

➤ **Part 3B: Construction Inspection Services Phase**

The construction inspection phase will occur concurrently with the construction of the bundled bridges through the close-out of construction documentation. The consultant shall provide a construction inspection resume for each employee performing a construction inspection role. It is preferred that resumes follow the “PennDOT Construction Inspection Resume Format” which in part lists the employee name, company, job title, education, NECEPT, NICET certifications/licenses and other training with years of experience with the firm along with total construction inspection related experience listed and any other additional credentials or general information noted. Job titles shall meet the PennDOT qualifications for those titles (various TCM, TCIS classifications as per latest PennDOT SOL, etc.). The consultant should respond with a technical scope of services proposal to fulfill the anticipated construction inspection Tasks 1-9 indicated below:

- Task 1* – Convene Pre-Construction Conference
- Task 2* – Maintenance of Records and Documentation Approach
- Task 3* – Construction Inspection Methods and Procedures
- Task 4* – Materials Control for Acceptance Testing and Inspection With QA/QC Approach
- Task 5* – Procedures to be Used for Payments to Contractors
- Task 6* – Procedures for Processing of Work Orders
- Task 7* – Approach for Monitoring Contract Time and Schedule Adjustments
- Task 8* – Procedures to Ensure Contract Compliance (Labor, Construction Safety, EEO)
- Task 9* – Procedures for Construction Contract Finalization and Project Acceptance

**PLEASE NOTE:** it is assumed that full time inspection with one field construction inspector will be needed for the bridges per year, however please note if part-time inspection is recommended for certain bridges in the bundle.

- **Part 4: Initial NBIS Bridge Safety Inspection Report**

The initial NBIS Bridge Safety Inspection Report applies to all **small local bridge structures** included in the bundled construction contract; Bridges with span lengths greater than 20 feet that are required to have a NBIS inspection will not be included in this RFP since the county engineer performing the initial inspections will ensure that the inventory data is collected correctly eliminating possible errors or omissions from happening by transferring one firms inspection to another to start the inspection cycle. The report shall contain the following information:

- Title Sheet
- Table of Contents
- Bridge Location Map
- Inspection Summary
- Recommendation Summary
- Load Rating Summary
- Photographs
- Form D-450
- ADA Appendix (if sidewalk exists)
- Typical Sections
- Load Factor Rating Analysis ( Include TK527)
- Form D-491 – Bridge Management System General Data Screens AA,AB,AC,AD,AE,AH, and AW.
- Include two CD’s of report with a complete copy of design computations, H & H report/permit application with signed permit, foundation report, final plans, complete As-built drawings and complete copy of shop drawings.
- The consultant will install any required right of way monuments as shown on the drawings. Monumentation will include reestablishing survey control as necessary.

- **Responsiveness to Project Schedule (Section 6)**

The table below provides an anticipated general project development schedule prepared by the County. Based on your responses in Section 5, the consultant should provide a summary of task deliverables for each of the project phases along with anticipated dates these deliverables are proposed for review by the County team, Steering Committee and other regulatory agencies as appropriate. Please assume a design contract Notice to Proceed, (NTP) will be issued to your firm by the County on 5/1/2020.

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 project development schedule and justify accordingly.

**LYCOMING COUNTY BRIDGE BUNDLING PROGRAM  
INITIAL CONSTRUCTION CONTRACT(S)  
ANTICIPATED GENERAL PROJECT DEVELOPMENT SCHEDULE**

	<u>TARGET DATE</u>
ENGINEERING RFP ISSUED BY COUNTY	January, 2020
SELECT ENGINEERING CONSULTANT/NTP	May, 2020
STEERING COMMITTEE KICK-OFF MEETING	May, 2020
PART 1 PRELIMINARY ENGINEERING COMPLETE	October, 2021
PART 2 FINAL DESIGN COMPLETE (INCLUDING PERMITS, RIGHT OF WAY, UTILITY RELOCATIONS)	October, 2022
COUNTY ADVERTISES FOR CONSTRUCTION BIDS	November, 2022
CONSTRUCTION BID AWARD & CONTRACTOR NTP	January, 2023
PART III-B AND PART III-C NOTICE TO PROCEED	January, 2023
BRIDGE CONSTRUCTION COMPLETION	December 2023
SUBMISSION OF INITIAL NBIS INSPECTION REPORT	January 2024

*Note: Subsequent Construction Letting Schedules TBD*

**G. 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.

**H. 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 delivery of bridge bundling engineering services (25%).
- Total cost of engineering services price proposal (25%)

**GENERAL INFORMATION**  
**LYCOMING COUNTY BRIDGE BUNDLING STEERING COMMITTEE**

**ORGANIZATION**

**REPRESENTATIVE**

Lycoming County Commissioners	Scott Metzger, Tony Mussare, Rick Mirabito
County of Lycoming Planning Dept.	Mark Murawski, John Lavelle Scott Williams, Sal Vitko
PA Department of Transportation	Carey Mullins, Lloyd Ayres
PA Department of Environmental Protection	Steven Putt,
Lycoming County Conservation District	Matthew Long
Eldred Township	Mark Ranck
Muncy Township	Tom Schech
Limestone Township Loyalsock Township	Chris Lorson Bill Burdett
Wolf Township	Gregg Clayton
Jersey Shore Borough	Barb Schmouder
Mifflin Township	Kevin Griffith
Gamble Township	Joe Reighard
Franklin Township	Victor Marquadt
Montgomery Borough	Susan Andrews
Susquehanna Township	Dennis Brown
Penn Township	Dan Dorman
Hepburn Township	Joe Hamm
Moreland Township	Lynn Reece
Washington Township	George Ulrich
Fairfield Township	Grant Hetler
Lewis Township	Steve Sechrist

**LYCOMING CO. BRIDGE BUNDLE PROGRAM MANAGER  
CONTACT INFORMATION:**

Mark R. Murawski, Assistant Transportation Planner  
Lycoming County Planning and Community Development Department

48 West Third Street

Williamsport, PA 17701

Office Phone Number: (570) 320-8117

Cell Phone Number: (570) 660-5717

Email: [mmurawski@lyco.org](mailto:mmurawski@lyco.org)

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



## PROPOSAL FORM

Sealed price proposals shall include the following information:

### 1. Price Proposal Summary

Please provide a price proposal summary for each part along with a grand total lump sum not to exceed amount. Please include hourly breakdowns for each task.

- Part 1 Preliminary Engineering
- Part 2 Final Design
- Part 3A Construction Engineering Services
- Part 3B Construction Inspection Services
- Part 4 Initial NBIS Report Submission

### **Grand Total Lump Sum Not to Exceed (PARTS 1-4)**

### 2. Supporting Documentation

For each Part please provide the following:

- Direct payroll cost breakdown by task (Include staff title and show person hours x hourly rate). For each Part, indicate the overhead rate percentage and cost.
- Indicate all direct costs other than payroll which should include travel expenses, mailing costs, printing costs, soil boring costs, etc.).
- Include any sub-consultant costs, if applicable, with your cost proposal information.

*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:

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

**Delivery Schedule**

Bidder commits that services will be completed no later than March 31, 2024.

**Proposal Pricing**

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

Prices as stated herein shall remain firm throughout the life of the contract.

**Authorized Signature of Bidder**

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

Company Type (check one):

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

**Bidder attests that:**

1. He/she has thoroughly reviewed the County's RFP and that this proposal is submitted in accordance with the RFP requirements;

2. He/she are familiar with the site facilities, site conditions, the pertinent state and local codes, state of labor and material markets, and has made due allowance in the proposal for all contingencies.

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Federal ID#

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
PO Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

**WITNESS:**

**COMPANY:**

\_\_\_\_\_  
Signature (see below)

\_\_\_\_\_  
Signature (see below)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title (print)

\_\_\_\_\_  
Title (print)

**SECTION 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 Antibid-Rigging Act, 62 Pa.C.S.A. § 4501, et seq., government agencies may require Non-Collusion Affidavits to be submitted together with proposals.

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

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

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

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

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

## NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

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

I state that:

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

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

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

Name: \_\_\_\_\_

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

Title \_\_\_\_\_

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SECTION 8**  
**EXCEPTION FORM**



**EXCEPTION FORM**

<b>Section Number</b>	<b>Explanation</b>