



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

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REQUEST FOR PROPOSAL (RFP) FOR CENTRAL SUSQUEHANNA VALLEY TRANSPORTATION IMPACT SPECIAL STUDY

ISSUE DATE: AUGUST 30, 2019
DUE DATE: NOVEMBER 1, 2019

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

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SECTION 1
NOTICE TO BIDDERS

Legal Ad
Sun Gazette
To Be Run: August 30th & September 3rd

NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for **the preparation of a Central Susquehanna Valley Transportation (CSVT) Impact Special Study**. Proposals are due by **Friday, November 1, 2019, at 5:00 P.M. EST**. Proposals will be opened on **Tuesday, November 5, 2019, at 10:00 A.M. EST** in the Commissioners' Meeting Room, Lycoming County Executive Plaza Building.

Proposals shall be mailed or delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Proposals must be enclosed in two (2) separately sealed proposals. The first sealed proposal shall be marked the "CSVT Study Technical Scope Proposal" and the second sealed proposal shall be marked the "CSVT Study Price Proposal".

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

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

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

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

COUNTY OF LYCOMING

R. Jack McKernan
Tony R. Mussare
Richard Mirabito

Attest:
Matthew M. McDermott
Chief Clerk

SECTION 2

**PROPOSAL INFORMATION
AND
INSTRUCTIONS**

PROPOSAL INFORMATION AND INSTRUCTIONS

2.1 **Definitions**

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

2.2 Purpose and Intent of Proposal. This Request for Proposal (RFP) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this Request for Proposal (RFP) to cover the terms and conditions under which a successful Bidder shall be responsible for preparing a special study relating to the transportation impacts of completion of the Central Susquehanna Valley Transportation Project (CSVT) on the County's growth areas through sealed proposals.

The County is seeking to identify and select one (1) Bidder to perform the work as listed above. The selected Bidder shall perform work in accordance with the Scope of Work and the RFP.

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

2.3 Receipt of Proposal Package. The County's Purchasing Department and the Controller's Office are the sole authorities to provide the RFP package to Bidders. Bidders who are working from an RFP package obtained from any other source may be working from an incomplete set of documents. The County assumes no responsibility for a proposal's errors, omissions or misinterpretations resulting from a Bidder's use of an incomplete RFP package.

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

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

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

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

2.6 Communications. All questions regarding this RFP shall be submitted in writing to Mya Toon, Lycoming County Chief Procurement Officer, at mtoon@lyco.org. Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFP or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than Monday, October 7, 2019, 5:00 P.M. EST.

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

2.8 Deadline and Opening of Proposal. Proposals must be received no later than Friday, November 1, 2019, 5:00 P.M. EST. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, November 5, 2019 in the Commissioners' Board Room located on the 1st Floor of the Lycoming County Executive Plaza Building. A summary of proposals received, including company name and proposal amount will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours of the proposal opening.

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

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

Issue Date:	August 30, 2019
Final Date for Written Questions:	October 7, 2019
Deadline for Submitting Proposals:	November 1, 2019
Opening of Proposals:	November 5, 2019

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

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

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

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

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

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

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

After proposal opening, the Chief Procurement Officer may allow a Bidder to modify or withdraw its proposal without prejudice if clear and convincing evidence supports the existence of a material and substantial error, an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the proposal. Requests to modify or withdraw the proposal must be made in writing to the Chief Procurement Officer within two (2) business days after opening the proposals.

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

of the Bidder to provide, in the County's opinion, the best overall solution to meet the County's objectives.

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

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

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

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

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

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

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

2.16 Award of Proposal. Award of any proposal is contingent upon available budget funds and approval of the Lycoming County Board of Commissioners.

The County will award the contract(s) to the best responsible, responsive Bidder who meets all terms, conditions, and specifications of the RFP, within 60 days of the opening of the proposals. Submitted proposals shall remain valid during this 60 day period.

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

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

**SECTION 3
GENERAL TERMS
AND
CONDITIONS**

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

3.2 Warranties and Representations

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

3.3 Minority and Women's Business Enterprises

The County encourages the participation of registered Minority and Women's Business Enterprises to bid on this project.

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

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

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

3.5 Non-Collusion Affidavit. The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antibid-Rigging Act, 62 Pa. C.S.A. §4501 et seq.

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

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

If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.

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

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

SECTION 4

**CONTRACT TERMS
AND
CONDITIONS**

- 4.1 Agreement/Contract.** Upon acceptance and award of a Bidder's proposal, the contract between the Bidder and the County shall be drafted from (a) the RFP and addenda, (b) the selected proposal (response to the RFP by the Bidder) and any attachments thereto, and (c) all written communications between the County and the Bidder concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.
- 4.2 Execution of Contract.** The successful Bidder must execute a written contract with the County. If the successful Bidder fails or refuses to execute the formal contract within ten (10) days of the date of contract award, award of the contract shall be voided, and all obligations of the County in connection herewith shall be canceled.
- 4.3 Contents of Contract.** The entire contents of this RFP shall become a part of the contract.
- 4.4 Term of Contract.** The contract, which results from the award of this RFP, shall commence upon award and shall terminate on December 31, 2021.
- 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 to prevent a lapse of contract coverage and the time necessary to complete the work.
- 4.7 Pricing.** Bidders warrant the proposal price(s), terms and conditions stated in his/her proposal shall be firm for a period of 60 days from the date of the proposal opening. Once an award is made and a contract is in place, prices shall remain firm and fixed for the entire contract period. If the proposal includes price increases over the term of the contract, such increases must be clearly indicated in the Proposal Price Schedule. All proposal prices must include freight.
- 4.8 Evidence of Insurance.** The successful Bidder, at its expense, shall carry and maintain in full force at all times during the term of the contract, resulting from this RFP, the below insurance. The requirements are applicable to any and all subcontracts and subcontractors performing work under this contract.

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

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

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

- 4.10 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.
- 4.11 Extra Work.** No extras or additional work will be allowed or paid for unless such extras or additional work are ordered in writing by the Commissioners, and the price fixed and agreed upon before such work is performed.
- 4.12 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
TECHNICAL SCOPE OF SERVICES

TECHNICAL SCOPE OF SERVICES

PURPOSE

The Commissioners of the County of Lycoming, Pennsylvania, are accepting proposals for a one-time contract to perform professional consulting services for the County of Lycoming involving the production of a study which will detail the overall land use and transportation system impacts on the growth areas of Lycoming County resulting from the completion of the Central Susquehanna Valley Transportation Project (CSVT). The geographical emphasis will be on the Interstate 180 corridor from the Lycoming/Northumberland County line to its connection with US 15, as well as the US 15 corridor between the Lycoming / Union County line and its connection with Interstate 180. The desired result of this study is to create an action plan that will ensure orderly land development patterns, smart growth, and a safe/ efficient multi-modal transportation system which is responsive to increased traffic demand resulting from completion of the CSVT project.

BACKGROUND

The CSVT project involves the phased construction of approximately 12.4 miles of a new four lane limited access highway from the end of the Selinsgrove Bypass (US 11/15) in Snyder County to PA 147 just south of the PA 45 interchange near Montandon, Northumberland County. This major new highway includes a connector to PA 61 in the Shamokin Dam Area and a new large bridge crossing over the West Branch Susquehanna River extending from Union Township, Union County to Point Township, Northumberland County. (See ATTACHMENT A)

This project is currently under phased construction with the northern section scheduled to be complete and open to traffic in 2022 with the southern section complete and open to traffic in 2027. Once fully constructed, CSVT is anticipated to induce significant new regional north – south traffic patterns that may have significant impacts on the growth areas of Lycoming County, especially along the I-180 and US 15 corridors where substantial land mass is accessible from direct highway access that can capture much of these new future traffic patterns.

The need for this study is well recognized and supported in the following planning documents:

- Lycoming County Comprehensive Plan Update (2018);
- Muncy-Montoursville Multi-Municipal Comprehensive Plan (2017);
- Muncy Creek Multi-Municipal Comprehensive Plan (2017);
- US-15 South Multi-Municipal Comprehensive Plan (2017); &
- Williamsport Area Transportation Study (WATS) Long Range Transportation Plan Update.

This effort will also complement the Muncy Area Corridor Access Management Plan, which was recently completed by the Lycoming County Planning Commission using consultant McMahon Associates. Since the regional traffic pattern shifts resulting from CSVT are not expected to start occurring until 2022 (when the Northern Section of the project is completed), timing of this study is optimal to develop and implement a proactive strategy that will lead to smart growth, economic opportunity while minimizing impacts on the overall transportation system.

This study has a maximum budget of \$100,000.00 and is funded, in part, by the Federal Highway Administrations special study grant.

STUDY APPROACH

The study area will consist of the Interstate 180 and US 15 Corridors and include the recently adopted Muncy Creek, Muncy-Montoursville, Greater Williamsport Alliance and US 15 South Multi-Municipal Comprehensive Plan growth area boundaries, as shown in ATTACHMENT (B). These growth areas encompass the greatest concentration of existing development and forecasted new land development over the next 20 years. These are also the areas where the CSVT project will likely have the greatest impact on those development pressures.

A comprehensive review of county and municipal land use ordinances will be made to determine if amendments are needed to accommodate anticipated development pressures resulting from CSVT induced regional traffic pattern changes, including the possibility of creating interchange overlay zoning districts. Typical interchange land uses will be examined and the County and municipalities will work cooperatively to determine which land uses are desirable to allow near interchanges. Additionally, transportation and other supporting infrastructure needs will be assessed and improvement plans will be formulated as warranted.

Proposed capital transportation improvement projects will be considered as part of inclusion in the Williamsport Area Transportation Study, (WATS) Long Range Transportation Plan, (LRTP) and Transportation Improvement Program, (TIP) after proper coordination through the PennDOT Connects Process occurs with municipal officials and other organizational stakeholders and a fiscally constrained financial plan is prepared that may involve a public-private partnership (P3) approach. The Lycoming County Planning and Community Development staff will assume the lead role in study development with use of a qualified consultant team specializing in land use-transportation integration activities stimulated by major transportation investments.

PROJECT MANAGEMENT

The Lycoming County Department of Planning and Community Development (PCD) staff will manage this project and oversee the selected consultant. PCD staff will also provide Geographic Information Systems (GIS) parcel information and mapping services as needed, administrative support, coordination with municipal partners, community partners, other stakeholders, and community outreach.

PCD will also convene and manage a CSVT Special Impact Study steering committee, consisting of representatives for the following entities: Lycoming County Planning Commission, PennDOT District 3-0, PennDOT Central Office, Growth Area Representatives, SEDA-COG, and Union County. Additionally a resource committee of local stakeholders such as the Williamsport/Lycoming Chamber of Commerce and other regional economic development organizations, SEDA-COG Joint Rail Authority, Williamsport Municipal Airport Authority, municipal officials and emergency service responders will also be utilized as appropriate. The steering and resource committees will provide input and guidance on the study per the planning process agreed upon between the County and the selected contractor, and public involvement activities will be conducted consistent with the WATS Public Participation Plan.

MAJOR STUDY TASKS

1. Attend and participate in 8-12 meetings with study steering committee, and plan status briefings with local stakeholders.
2. Review existing Subdivision and Land Development, Zoning, Floodplain Ordinances and determine the need for amendments to promote Smart Growth Principles in planning for future CSVT impacts on future development patterns and the overall transportation system consistent with the vision statements contained in the Multi-Municipal Comprehensive Plans.
3. Review Lycoming County Hazard Mitigation Plan and coordinate with Greater Muncy Area Resilience Plan Project Team to consider special hazard areas and incorporate recommendations as part of scopes of work for transportation improvement needs to ensure resiliency goals are adequately addressed.

4. Forecast anticipated CSVT induced future traffic impacts for the study area and analyze impacts on transportation system. Note, PennDOT CSVT Traffic Studies did not forecast future tripmaking north of the PA 147 / PA 45 interchange so this data needs reviewed and assumptions made as to the split of CSVT traffic diverting to Interstate 80 vs remaining on the I-180 corridor entering Lycoming County. Assumptions on anticipated traffic diversion to I-180 from the existing US 15 corridor (entering Lycoming County from Union County) will also need to be performed. The future development of the Great Streams Commons and Timber Run Industrial Parks near the Union/Lycoming County border and its associated anticipated traffic impacts must also be considered along with future provision of public water and sewer service that will stimulate additional development in the corridor. The effects of these traffic changes along the existing US 15 corridor will also be evaluated to address existing traffic congestion issues at the Market Street Bridge Single Point Urban Interchange, (SPUI) location.
5. Review crash statistics within study area and identify low cost counter measures and other strategies to ensure PennDOT/WATS Safety Performance Measurement Goals can be achieved considering future growth patterns and transportation system impacts.
6. Develop access management strategies to minimize and control new driveway locations in a coordinated manner to ensure the safety and operational integrity of the highway system is maintained when future development occurs.
7. Identify, map and develop overlay districts at major interchange locations for inclusion in zoning ordinances consistent with PA Municipalities Planning Code, (PA MPC).
8. Consider use of Official Maps to reserve needed right-of-way to implement study recommendations as allowed under the PA MPC.
9. Review vehicle navigation aids in terms of routing and assess implications.
10. Address overall signage needs, parking and walkability considerations along with transit service opportunities to serve major new development patterns within the study corridor and promote community gateways where appropriate. Encourage development of rail served industrial sites to reduce truck traffic on study area roadways. Consider air freight and passenger service needs associated with new development to foster optimal utilization of the new airport terminal building and improved runway system at the Williamsport Regional Airport. The impacts from Marcellus Shale activity should be considered, however it is recognized that the intensity of this activity can fluctuate greatly due to changing conditions facing the gas industry.
11. Identify and evaluate transportation infrastructure improvement needs for vetting through PennDOT Connects and program fiscally constrained projects on the WATS LRTP and TIP as warranted for approval by the WATS Metropolitan Planning Organization.
12. Prepare study report for approval by the Lycoming County Planning Commission and WATS MPO (following study steering committee review and acceptance) and transmit to PennDOT and other stakeholder organizations and interested parties. Amend WATS Long Range Plan as appropriate to incorporate study recommendations.

DELIVERABLE PRODUCTS

The consultant will provide an adequate number of printed copies of all draft documents based on anticipated committee attendance. The consultant will provide five (5) printed copies and one reproducible copy of the final report, as well as two (2) copies of all technical and supporting documents. The final report will be in the form of an executive summary of the land use and zoning analyses including all recommendations. The consultant will also provide a copy of all documents electronically.

In addition, consultant's findings and final analysis will be presented to the steering committee, WATS MPO Coordinating Committee and the Lycoming County Planning Commission.

For purposes of this RFP, the analysis, final report, and Power Point presentation shall be:

- Anticipated future traffic pattern changes within the study area due to the completion of CSVT;
- Anticipated land use changes as a result of traffic pattern changes especially impacts to the demand for commercial, mixed use and industrial development;
- Identify deficiencies within the ordinances and comprehensive plans of the study area specifically as the deficiencies relate to potential impacts from anticipated increased traffic and land use conflicts within the study area;
- Recommendations of specific changes to municipal comprehensive plans and zoning ordinances to help local municipalities achieve their consensus vision;
- Maps of any suggested overlay districts or zoning boundary changes;
- Identify transportation infrastructure improvements across all modes (including but not limited to roadways, intersections, interchanges, walkways/bikeway, rail, transit and air) needed to accommodate anticipated traffic pattern changes;
- Recommendations of any needed safety, vehicle navigation, access management, signage, traffic control, or roadway operational improvements needed to successfully manage anticipated traffic pattern changes.

RESOURCES AVAILABLE

The Lycoming County Department of Planning and Community Development will make available to the consultant the following information as it relates to the study area:

- Study area boundaries
- Electronic copies of all pertinent plans and ordinances
- Existing land use patterns and demographic trends.
- Available vacant land parcels as redevelopment opportunities for future development.
- Crash trends within the study area
- Current property line/parcel map
- Transportation system data including roadways, rail, and transit routes and stops
- Current zoning map and zoning regulations
- Current wetlands and floodplain maps and regulations
- Topographic maps
- Current historic resources (e.g., National Register and local inventory listings)
- Union County Trail Authority commissioned traffic study.

Lycoming County Department of Planning and Community Development will provide other additional information in their possession as may be needed by the consultant, if such information is currently and readily available.

PROPOSAL SUBMISSION

The proposal package shall address the items listed below and shall not exceed thirty (30) pages. This information will be used to evaluate the proposal.

1. **Transmittal Letter:** Bidders shall provide a transmittal letter that identifies the project team. Please include both the prime consultant and sub-consultants (if applicable). Please note, PennDOT and the County has determined that an overall Disadvantaged Business Enterprise (DBE) goal has not been established to meet the federal funding requirements for this study; however, DBE participation is welcome and encouraged.
2. **Executive Summary:** Bidders shall provide an executive summary, which explains understanding of the County's intent and objectives and how the proposed assessment, planning and development strategy will later achieve those objectives in the implementation phase. The summary should discuss what the Bidder's approach will be for developing an implementation plan; approach to project management; strategies, tools and safeguards for ensuring performance of all required services; and a master schedule providing a recommended, logical sequencing of tasks.
3. **Background Information:** Bidders shall provide background information about the project team. Identify the office location of the project manager and disclose any existing or potential conflicts of interest that may exist for the prime or sub-consultant(s) along with previous working relationships between the prime and sub-consultant(s).
4. **Staffing/Management Plan:** Bidders shall provide a detailed staffing and management plan for the program. The successful Bidder shall secure pre-approval from the Director of the Planning and Community Development Department for any change in the staff assigned to work with the Lycoming County Planning Commission.
5. **Organizational Chart:** Bidders shall provide an organizational chart of all members of the consultant team, which identifies each member of the team involved with the project by work task. The chart should show the organizational structure of the team, the specialty or position of each team member. Bidders shall identify and include all sub-contractor(s) that would be expected to be utilized to work on the project.
6. **Professional Qualifications:** Bidders must provide a summary of the professional qualifications and experience of key personnel who may be dedicated to the services described, including subcontractors. For each person identified, Bidders must submit the following information:
 - Title and reporting responsibility.
 - Proposed roles, including the functions and tasks for which they may have prime responsibility.
 - Pertinent areas of expertise and experience.
 - Resumes or personnel profiles, which describe his/her overall experience, expertise, education and training.

7. Specialized Experience: Bidders must describe their previous specialized experience on recent projects of similar type, scope and magnitude, as described in this RFP. Bidders must provide comprehensive project descriptions for all similar projects that have commenced within the previous three (3) years. Please emphasize any projects funded by DCNR and PennDOT. The consultant should demonstrate familiarity with PennDOT's ECMS system for bid letting purposes.
8. References: Respondent must provide a minimum of three (3) references on projects of similar scope and magnitude as described in this RFP. At a minimum, the following information must be included for each reference:
 - Client name, address, contact person name, telephone, and fax number.
 - Description of services provided.
 - Key Team Members
 - Nature and extent of Respondent's involvement as lead agency.
 - Identify services, if any, subcontracted, and to what other company.
 - Total dollar value of the project.
9. Suggestions to Scope of Work: Bidders shall address the proposed scope of work tasks according to the outlined Technical Scope of Services. However, Bidders are encouraged to suggest changes to the scope of work that may yield a better end product.
10. Project Schedule: Bidders shall prepare a detailed schedule showing progress dates and completion dates of all phases of work. This includes work tasks, critical streams of activity, and key milestones. The schedule should be dated according to weeks, starting from notice to proceed. For each task, consider the current and anticipated workload of the project team members and note what percentages of the team's resources will be dedicated to this project.
11. Task Deliverables. Bidders shall itemize task deliverables based on price and such deliverables shall be separately sealed.

EVALUATION CRITERIA

Proposals received that conforms to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of firm(s). Award will be made to the highest ranked Proposer according to the evaluation criteria. 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.

PROPOSAL EVALUATION / SELECTION PROCESS

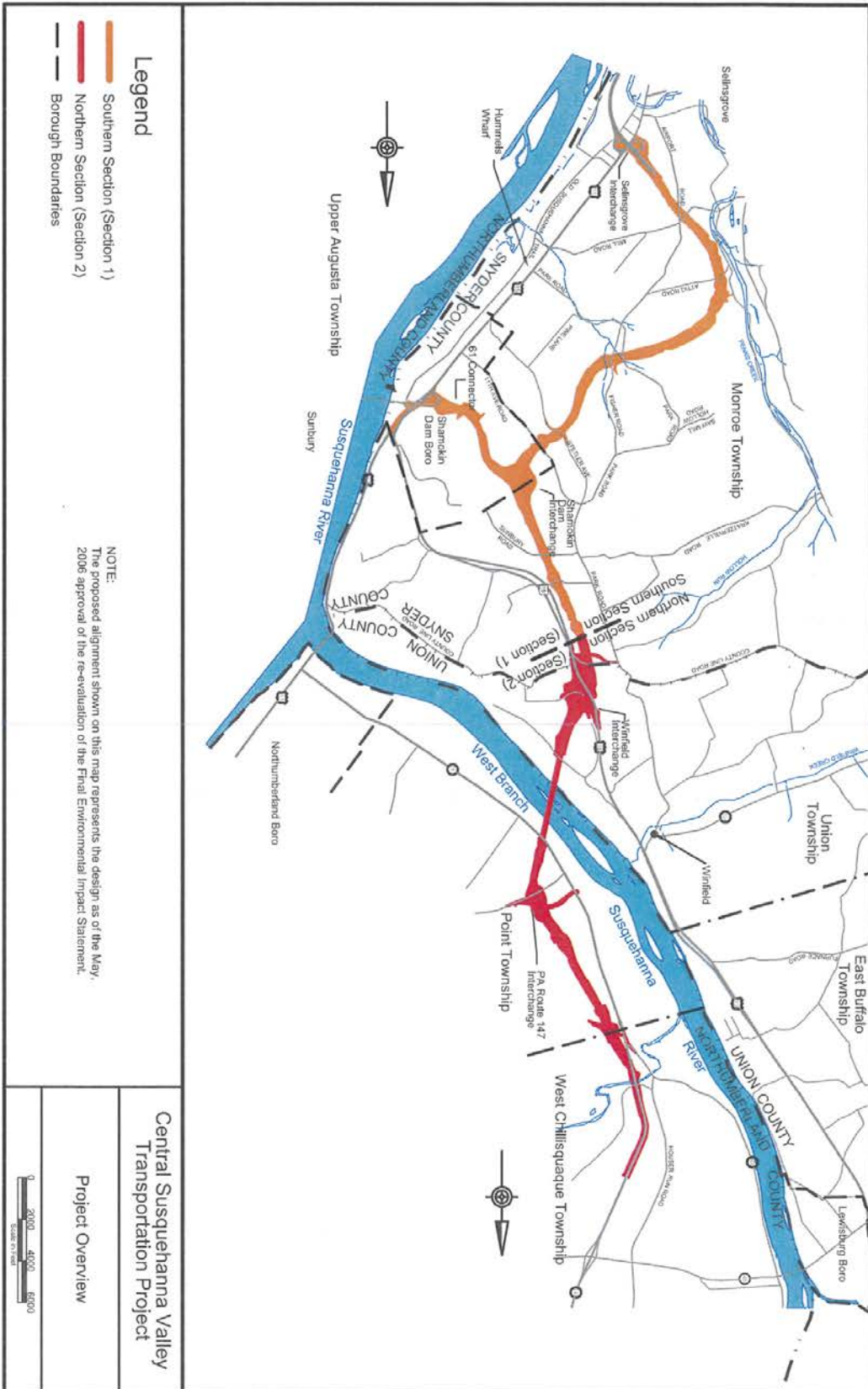
Proposals will be reviewed and evaluated by the County of Lycoming consultant selection management team. The evaluation will include the following areas:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the RFP (50%)
- Relevant experience and past performance of consultant study team (30%)
- Current workload and Adequacy of resources/record of completing projects on time (20%)

The County will rank each consultant's written response to this RFP utilizing the above criteria. The review team will then shortlist the highest ranking consultants for an in-person interview with the County consultant selection management team. Following the interviews with the shortlisted consultants, the County consultant selection management team will conduct a final ranking of technical study proposals, open the price proposal of the highest ranking firm and negotiate a final agreed upon price for final approval by the Lycoming County

Commissioners in the form of a professional services contract. Should an agreement not be reached with the highest ranking firm, the price proposal of the second ranked firm will be opened and negotiated and so forth until a consultant can be hired.

ATTACHMENT (A)



- Legend**
- Southern Section (Section 1)
 - Northern Section (Section 2)
 - Borough Boundaries

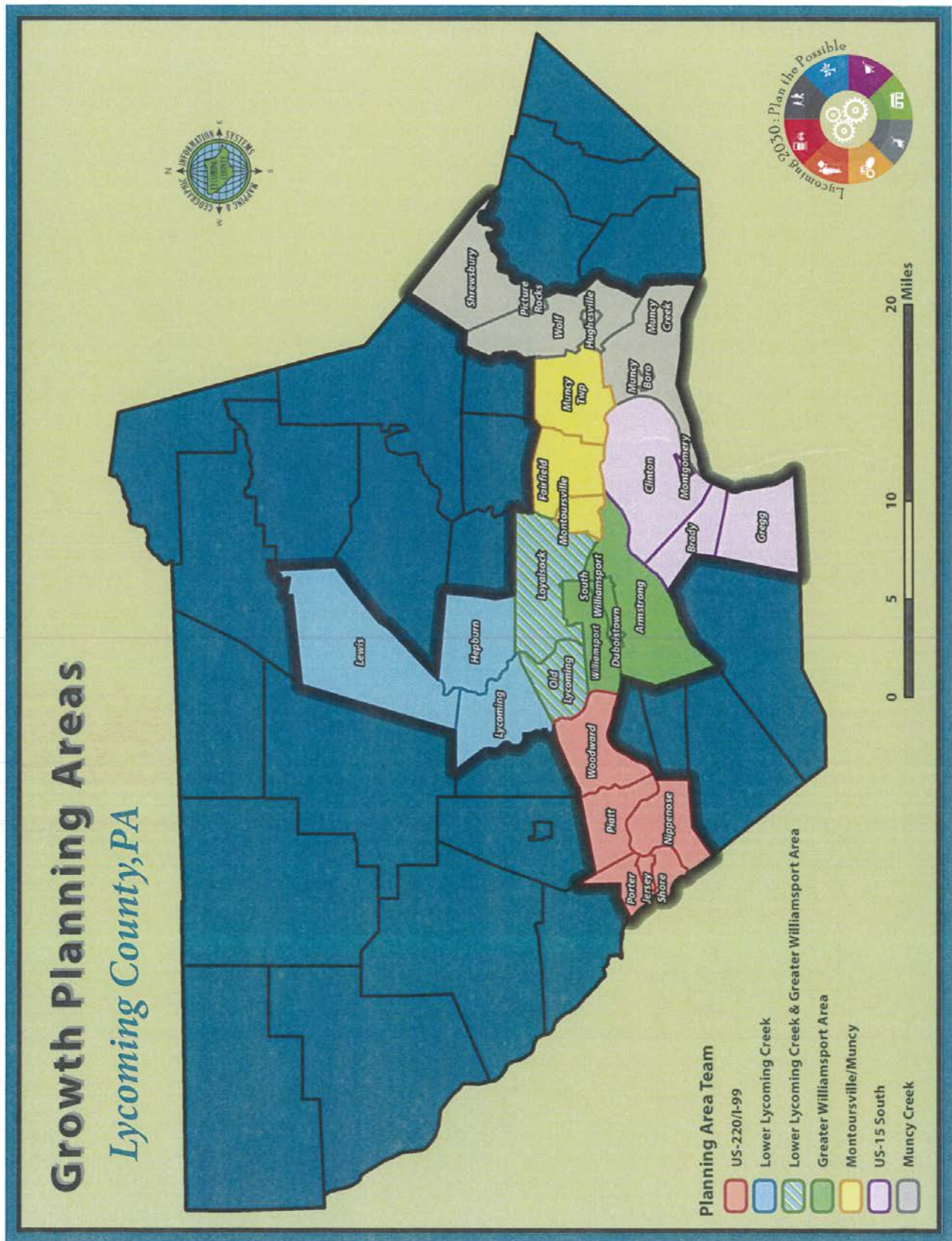
NOTE:
The proposed alignment shown on this map represents the design as of the May, 2006 approval of the re-evaluation of the Final Environmental Impact Statement.

**Central Susquehanna Valley
Transportation Project**

Project Overview

0 2000 4000 6000
SCALE IN FEET

ATTACHMENT (B)



SECTION 6
PROPOSAL PRICE SCHEDULE

PROPOSAL PRICE SCHEDULE

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

8.2 Cost Elements. Bidders shall provide the hourly rate and total hours for each person assigned to the project. The total project budget shall not exceed \$100,000.00. Services not specifically mentioned in this RFP, but are necessary to provide the functional capabilities described shall be included as part of the cost elements.

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

Description	Hourly Rate	Total Hours	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL PROJECT COST			\$

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

Proposal Price (Written Out)

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

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

Company Name: _____

Address: _____

Point of Contact: _____

Phone Number: _____

Fax Number: _____

Email address: _____

Name of person submitting proposal: _____

Signature: _____

Date: _____

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

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

SECTION 7
PROPOSAL FORM

PROPOSAL FORM

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

This proposal is submitted to: Lycoming County Controller's Office
Lycoming County Executive Plaza Building
330 Pine Street, 2nd Floor
Williamsport, PA 17701

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

This proposal is submitted by:

Company Name: _____

Company Address: _____

Main Telephone: _____ Main Fax: _____

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

Contact Name / Title: _____

Contact Telephone: _____ Fax: _____

Contact Email: _____

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

Name / Title: _____

Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Receipt of Amendments (if applicable)

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

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

Delivery Schedule

Bidder commits that services will be completed no later than December 31, 2021.

Proposal Pricing

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

Total Proposal Price	\$ _____
-----------------------------	----------

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

Authorized Signature of Bidder

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

Company Type (check one):

- Sole Proprietorship Partnership Corporation Joint Venture

Bidder attests that:

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

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

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

Company Name

Federal ID#

Street Address

PO Box

City

State

Zip

Telephone #

Fax #

WITNESS:

COMPANY:

Signature (see below)

Signature (see below)

Name (print)

Name (print)

Title (print)

Title (print)

SECTION 8

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

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

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

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

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

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

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

NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal _____

State of _____

County of _____

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

I state that:

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

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

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

Name: _____

Signature: _____

Title _____

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

Notary Public

My Commission Expires: _____

SECTION 9
EXCEPTION FORM

EXCEPTION FORM

Section Number	Explanation