



SOUTH STRABANE TOWNSHIP

550 Washington Road | Washington, PA | 15301

REQUEST FOR QUALIFICATIONS: ENGINEERING CONSULTANT

Scope of Services

South Strabane Township, Washington County, Pennsylvania, is seeking a qualified firm to serve as its next municipal engineer. The firm should be able to demonstrate a high level of experience in (listed in no particular order):

- i. all aspects of subdivision and land development review;
- ii. coordinating and conducting inspections of public/private improvements and existing infrastructure facilities in commercial and residential developments;
- iii. working closely, coordinating and consulting with municipal staff, the Board of Supervisors, the Planning Commission, developers and the public;
- iv. the interpretation and administration of zoning ordinances, land use regulations, traffic studies, post-construction stormwater management plans and other requirements of the Municipal Code or of an engineering nature;
- v. preparing and managing all components of a public bidding process for infrastructure improvements and other projects;
- vi. geographic information systems;
- vii. estimating costs for infrastructure projects and capital planning;
- viii. identifying, consulting, writing and administering grants;
- ix. public engagement processes and solutions.

Submittal Information

Please provide information sufficient to determine the firm's qualifications, which includes:

- Eight complete copies of the response (and one electronic version);
- Biographies, including qualifications, of all personnel that would be assigned to the Township;
- Examples of professional work product(s) related to, but not limited to, the above scope of services;
- Proof of current professional liability or errors and omissions insurance;
- Three references, preferably government agencies that are comparable in geographic location, population and complexity, including contact name, number and type of work performed; and

- Rate schedule, including hourly rates for all personnel classifications, mileage, office and field supplies, etc.

Selection Criteria

The following criteria will be used to evaluate the qualifications of the firm:

- Recent experience and case studies with similar projects and proven success.
- Reputation, personal and professional integrity and competency of firm.
- Professional background, availability, and caliber of key personnel to be assigned to this project.
- Capability to meet schedules or deadlines.
- Willingness to set fees on a project basis, versus a per-hour basis; competitive fee schedule.

Interested firms should submit the above requested information to:

South Strabane Township
ATTN: Brandon Stanick, Township Manager
550 Washington Rd.
Washington, PA 15301

PLEASE MARK THE OUTSIDE OF THE ENVELOPE “South Strabane Township Engineering Consultant Proposals”. The Township will receive submittals no later than 2:00 p.m. on Friday, November 8, 2019. Interested firms can expect an interview process with appointment occurring at the first of the year. All material submitted to the Township regarding this request will become property of the Township and will not be returned. Professional services performed by consultants are typically one year. This request for qualifications is not, and is not intended to be, a contract for services with South Strabane Township, and that this is simply a request for qualifications to assist the Township in hiring a consultant.

Questions regarding this request for qualifications should be directed to Brandon Stanick, Township Manager, via email to bstanick@southstrabane.com.