

REQUEST FOR PROPOSALS

Qualified engineering consultants are invited to submit a sealed proposal for engineering design and construction inspection for renovations to the Delaware Water Gap firehouse renovations. Sealed proposals will be received, opened and read aloud by the Delaware Water Gap Borough Council 7:00 PM on Monday, November 6, 2023, at Delaware Water Gap Borough Building, 49 Main Street, Delaware Water Gap PA, 18327.

Proposals will be accepted up until 2:00 P.M. on November 6, 2023. Proposals will not be accepted after the 2:00 P.M. deadline. Once proposals are submitted, they will not be allowed to be withdrawn or changed after the 2:00 P.M. deadline.

Borough Council may award the contract to the lowest responsible bidder immediately following the opening of bids on November 6, 2023, or at such other time as may be announced in public at that meeting.

Borough Council reserves the right to reject any or all proposals and to waive any and all informalities in the proposal and furthermore award the contract in such a manner as may appear to be in the best interest of the Borough of Delaware Water Gap.

Proposals may be held by Borough Council for a period of not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of applicants, prior to awarding the contract.

By the order of the Borough of Delaware Water
Gap Borough Council

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BACKGROUND INFORMATION

The Delaware Water Gap firehouse is in need of renovations. The project will be completed in phases. I need more detail regarding the renovations...maybe the LSA application would have that information.

SCOPE OF SERVICES

Work shall include 1) all permitting, design plan development and construction inspection required for the renovations; 2) preparation of technical specifications for construction and phasing, 3) preparation of construction cost estimate when the design is complete; 4) preparation of and review of construction bids; and 5) construction inspection.

The engineer will be responsible for managing all facets of the renovations from design through construction. The engineer must have sufficient oversight of the renovations to review and certify contractor payment requests and confirm construction is being performed in compliance with all applicable standards. The engineer must attend the pre-construction meetins and shall act as the Borough's representation during the construction phase.

SUBMISSION REQUIREMENTS

1. Proposals must be submitted in a sealed envelope labeled "Engineer Services Proposal."
2. The Borough must receive an original and one (1) copy of the proposal.
3. Proposals must be received by 2:00 PM on Monday, November 6, 2023. The Borough will accept no responsibility for the failure of the US Postal Service or commercial carriers to deliver proposals by the deadline.

4. All proposals are the property of and will be retained by the Borough. They will not be returned to the responders.
5. The Borough reserves the right to cancel this Request or to reject in whole or in part, any and all proposals received to the Request. The Borough reserves the right to waive any minor informality in any submitted proposals. All decisions regarding the contract award as a result of this Request are at the absolute sole discretion of the Borough.

PROPOSAL REQUIREMENTS

1. Proposal Components
 - a. Title page—this should include the firm’s name, contact person, and contract information.
 - b. Table of Contents
 - c. Primary qualifications—provide a brief narrative that explains why your firm is well qualified to serve as the Borough’s engineer for this project
 - d. Experience
 - i. Briefly describe the experience of key personnel in the legal specialty for which your firm is submitting its qualifications.
 - ii. List other public entities similar to the Borough for which your firm currently or recently provided similar services
 - e. Firm Profile—Provide a brief profile of your firm.
 - f. Biography of Key Personnel—Identify the staff within the firm who will be representing the Borough. Please include the individuals’ relevant experience and their primary office location.
 - g. Conflicts of Interest—Disclose any conflict of interest your firm may have involving the Borough.
 - h. Pricing Methodology—Describe your preferred fee structure and current rates. Please note any other factors that you deem significant.

EVALUATION CRITERIA

1. Qualifications will be evaluated using the criteria below:

a. Mandatory Elements

- i. The firm has no direct conflict of interest with the Borough or any related entity; and
- ii. The firm adheres to the instructions contained in this Request.

b. Technical Qualifications

- i. Experience and expertise
 - The firm's past experience on comparable issues
 - The qualification of the firm's professional personnel to be assigned to the engagement with the Borough
 - Fee information

QUESTIONS

Questions regarding this RFP should be directed to **NAME**, using the contact information below.