Request for Qualifications

For Professional Engineering Services, Community Development Block Grant, Crawford County, PA

Direct Responses to:
Zachary Norwood
Crawford County Planning Office
903 Diamond Park
Meadville, PA 16335
znorwood@co.crawford.pa.us

Deadline for Submissions: Monday, June 29, 2020 by 4:00 PM
REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENGINEERING SERVICES

Professional Engineering Services for the Community Development Block Grant Program

GENERAL DESCRIPTION OF PROPOSED ACTIVITIES

Crawford County Planning Office is seeking proposals from qualified engineering firms for a three-year contract to assist with the implementation of community development projects funded by the County’s Community Development Block Grant program. Eligible firms will be required to assist with project development including but not limited to: establish cost estimates and project timelines, provide design and engineering services, assist with procurement, and provide inspection on completed projects. The County has prioritized the following types of projects in accordance with our three-year community development goals: removal of architectural barriers, waterline and sewage improvements, street improvements, clearance and demolition of blighted structures, and other large construction projects that enhance the quality of life for the residents of Crawford County. Firms that can provide services for these types of projects are encouraged to submit proposals.

TYPE OF SERVICES REQUIRED

Professional engineering services for preparation of plans and specifications as needed to correctly execute community development projects to include related tasks as listed below:

- Assist in pre-application project scoping.
- Prepare project schedules, cost estimates, and schematic drawings.
- Prepare and/or review construction documents including drawings and product samples.
- Review and advise County on bid submissions to ensure the qualified bid fulfills all of the obligations within the construction documents and invitation for bid.
- Assist in preparation of contract documents.
- Attend and conduct pre-construction conferences.
- Attend and conduct construction progress meetings.
- Respond to on-going questions from contractors.
- Prepare contract change orders for approval of CDBG program.
- Observe and document construction issues.
- Review and recommend to County appropriateness of payment to contractors.
- Advise County on conducting pre-final inspections to determine if the project is substantially complete, and a final inspection to determine if the project has been completed in accordance with the construction documents and if the Contractor(s) have fulfilled all of their obligations thereunder so that final payments are warranted.
- Ensure the Contractor(s) have obtained any necessary permits.
INFORMATION REQUIRED OF EACH SUBMISSION

Each submission shall contain one hard copy and one digital copy of the RFQ proposal. **Submissions must be received by Monday, June 29, 2020 by 4:00PM.** Submissions shall be addressed as follows:

Zachary Norwood  
Attn: CDBG RFQ Submission  
Crawford County Planning Office  
903 Diamond Park  
Meadville, PA 16335  

Submissions shall contain responses to the following items:

- The qualifications and experience of the professional personnel to be assigned to any projects initiated by Crawford County.
- Demonstration of past experience with Community Development Block Grant funding as well as community development projects.
- Examples of past projects relevant to community development and infrastructure (ex. waterlines, sewer systems, etc.)
- The designated contact person in charge of overseeing day to day project activities.
- The name, title, address, and telephone number of individuals with authority to negotiate and bind the proposal contractually, and who may be contacted during the RFQ selection process.
- Hourly rates of the professional personnel to be assigned to any project initiated by Crawford County.

EVALUATION PROCESS

Submissions will be reviewed and evaluated in the following areas in order of relative importance:

- The qualifications and experience of the professional personnel to be assigned to the project.
- Identification of designated contact persons as noted above.
- Specialized experience or technical expertise of the firm in connection with the type of services to be provided.
- Past record of performance on contracts with clients including quality of work, timeliness, and cost control.
- Familiarity with the type of problems applicable to the project.
- Familiarity with local conditions.

Firms will be evaluated and selected based on qualifications. Crawford County will seek to negotiate a contract with a firm that it determines is most qualified to perform the required services.

OTHER NOTICES

- Crawford County expressly reserves the right to accept or reject any or all proposals with respect to this solicitation.
- Any and all costs associated with, or in the development of a submission are the responsibility of the Consultant, and shall not be chargeable to Crawford County under any circumstances.
- All submissions shall become property of Crawford County to use or, at the discretion of the Commissioners, return to the Consultant. Furthermore, all proposals and any associated documents received are considered public information and will be open for inspection to interested parties.
- It is the public policy of Crawford County to promote the opportunity for full participation by minority and women business enterprises (“MBE” and “WBE”) and Section 3 business concerns in all projects receiving
federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development. Crawford County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG funding.

- It is the public policy of Crawford County to promote the opportunity for full participation by low- and very low- income persons and to business concerns which provide economic opportunities to low- and very low-income persons in its Community Development Block Grant (CDBG), HOME Program, and Emergency Shelter Grant Program. Crawford County has established minimum participation levels (MPLs) at 30% for the employment/training for Section 3 Residents and 10% for the utilization of Section 3 Business Concerns.

CONTACT FOR QUESTIONS

Inquiries regarding this Request for Qualifications should be submitted to the contact below by noon on June 19, 2020. Responses to inquiries will be summarized and provided on the County’s CDBG webpage (https://www.crawfordcountypa.net/Planning/Pages/CommDevBlockGrant.aspx) for all interested parties by close of business on June 22, 2020.

Zachary Norwood  
Planning Director  
Crawford County Planning Office  
903 Diamond Park  
Meadville, PA 16335  
814-333-7341  
znorwood@co.crawford.pa.us