

**EASTTOWN MUNICIPAL AUTHORITY**  
**TOWNSHIP OF EASTTOWN**

***Request for Qualifications and Proposals for Professional Engineering  
Services for the Easttown Municipal Authority (EMA)***

**BIDS DUE: 2:00 PM, Thursday August 22, 2024**

**Joseph A. Rodo, PE  
EASTTOWN TOWNSHIP  
566 Beaumont Rd.  
Devon, PA 19333  
(610) 687-3000**

**JULY 2024**

## **PURPOSE AND INTENT**

Through this Request for Proposals (RFP), the Easttown Municipal Authority, (hereinafter the “EMA” or “Authority”) seeks to engage a respondent as Consulting Engineer for the Authority commencing upon appointment.

## **PROPOSAL SUBMISSION**

The respondent must submit a PDF copy via email of the proposal and an original hardcopy proposal, clearly marked as the “ORIGINAL”, ten (10) full, complete and exact copies, in a sealed envelope or box and must be marked as “Authority Consulting Engineer”

and addressed to:

**Joseph A. Rodo, PE, EMA Staff Liaison**

**Email - [jrodo@easttown.org](mailto:jrodo@easttown.org)**

**Easttown Municipal Authority**

**566 Beaumont Road**

**Devon, PA 19333**

The digital and hard copies of the proposals must be received no later than the due date specified on the cover page. All documents/information submitted in response to the solicitation shall be available to the general public. The Authority will not be responsible for any costs associated with the oral, written and/or presentation of the proposals. The Authority reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Authority also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Authority determines that such action is in its best interest. The Authority further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

## **GENERAL INFORMATION ON THE EMA AND SEWER SYSTEM**

The EMA’s Sewage System consists primarily of the force mains, gravity mains, lateral connections to main within public right-of-way, flow metering chambers, and **twelve** pump stations required to provide sewage conveyance through several discharge points to various treatment plants. The EMA’s management consists of a seven (7) member Board who is responsible for administrative and financial decisions and related items. In addition to the Board, system operations are supported by a Sewer Crew Chief and three (3) full time sewer operators. The administrative operation is supported by the Director of Public Works. The EMA currently meets the second Tuesday of each month as well as rare special meetings on an as needed basis.

## **MINIMUM QUALIFICATIONS AND SCOPE OF SERVICES**

The EMA requires the services of a licensed, independent firm or individual (“respondent”) that can provide engineering consultant services on a variety of matters. See Exhibit A for details on required services.

## **MANDATORY CONTENTS OF PROPOSAL**

In addition to demonstrating an ability to perform all services described in Exhibit A, the respondent must also include and address the following:

- a) **Contact Information:** Provide the name and address of the respondent; the name, telephone number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional engineer assigned to the EMA.
- b) The proposal shall include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc. and any other costs that may be applicable.
- c) An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
- d) A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional engineer responsible for managing all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent. Also provide evidence of all applicable licenses to perform engineering in Pennsylvania.
- e) A description of the respondent's experience in performing services of the type described in the RFP. The respondent shall have at least five (5) years of experience as an independent, Professional Engineer licensed by the commonwealth of Pennsylvania. Specifically, a consulting engineer for a Municipal Authority or sewage system. Provide specific examples of work within the scope of services require under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized authorities in Pennsylvania.
- f) A description of the systems that will be established for monthly reporting of the status of assigned tasks, costs billed, and schedule.
- g) The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Chester County area.
- h) References of similar-sized municipal clients, current clients for whom services have been provided, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.

- i) If the respondent or any principal there in has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last ten (10) years, the bidder must provide a description of litigation and/or disciplinary action.
- j) A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.
- k) Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to the engagement.

### **SELECTION PROCESS**

All proposals will be reviewed by the EMA Staff Liaison and/or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the “Minimum Qualifications” and “Mandatory Contents of Proposal” the Authority’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a) The respondent’s general approach to providing the services required under this RFP.
- b) The respondent’s documentation experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c) The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d) The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed, the location of the principal office that will serve the Authority.
- e) Costs and fee schedules.
- f) Other criteria as deemed appropriate by the Board of Directors.

### **SELECTION AND CONTRACT**

The Authority will select the respondent deemed most advantageous to the Authority, with price and other factors considered. The resulting contract will include the RFP, and all clarifications and addenda thereto, the selected respondent’s proposal, and any changes negotiated by the parties. The Authority shall not be required to appoint the lowest cost respondent.

## **Exhibit A**

### **Minimum Requirements and Scope of Services**

#### **EMA Consulting Engineer**

The EMA is seeking proposals for a professional engineer or firm to provide technical support and expertise for the Authority. The Authority Consulting Engineer will work closely with the EMA Liaison and Sewer Chief in coordinating all professional services.

- **Engineering services will include, but are not limited to:**  
Complete surveying, planning, specifications, engineering renderings and cost estimating for assigned tasks.
- Provide design engineering.
- Prepare or modify bid packages for construction projects, as assigned by the EMA.
- Provide general inspection of construction, on-site inspection services during construction.
- Prepare special studies and reports.
- Assist in the preparation of annual reports and budgets for various programs, including but not limited to Chapter 94.
- Prepare/conduct engineering reviews and approvals for sewer related items associated with subdivision land development (SALDO) applications, engineering sewer applications, lateral connections, MS4 related duties, sewer capacity analysis and related tasks.
- Make and maintain all records, reports, and documents in designated areas; track records both in hardcopy and electronically, Including GIS/TRAIRS.
- Provide technical and staff review assistance to the Board of Directors.
- Present professional recommendations to EMA Board and Board of Directors.
- Attend monthly EMA meeting in person or virtually, prepare Engineer's report and coordinate/prepare sewage system flow documents and charts for meeting packet.
- Field inspection when necessary.
- Emergency response (Engineer and Field Inspector) via phone and in field when warranted.