



Request for Proposal

**ENGINEERING AND SURVEYING SERVICES -
TOWER SITE DESIGN FOR HARRIS POND**

**Luzerne County 9-1-1
LUZERNE COUNTY, PENNSYLVANIA**

DUE DATE: 4 PM, September 3rd, 2019
Luzerne County Purchasing Department- Penn Place Building
20 N. Pennsylvania Avenue
Wilkes-Barre, PA 18711

REQUEST FOR PROPOSAL
LUZERNE COUNTY, PENNSYLVANIA

I. INTRODUCTION

A. General Information

Notice of Invitation – The Luzerne County 9-1-1 Center (LC 9-1-1) invites qualified vendors to submit a proposal for ENGINEERING AND SURVEYING SERVICES - TOWER SITE DESIGN FOR HARRIS POND for the Luzerne County 9-1-1 Center's next generation radio project. There is no expressed or implied obligation for LC 9-1-1 to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.

1. Proposal Submission. Prospective providers should submit detailed proposals on or before **September 3rd, 2019 by 4 PM**. Proposals should be mailed or delivered to:

**Luzerne County Purchasing Department
20 N. Pennsylvania Avenue
Wilkes-Barre, PA 18711
Phone: (570) 820-6337**

Proposal cover letters should designate who can answer questions concerning the submitted proposals. A representative empowered to bind the vendor submitting the proposal must sign the proposal and must include a valid email address and contact number.

2. Proposal Format. One original and four copies of proposals should be submitted in the format outlined in Section III, "Proposal Document Instructions."

Questions: All questions must be submitted in writing via email to the Luzerne County Purchasing Director:

Mark Zulkoski – Mark.Zulkoski@luzernecounty.org

Questions in any other form will not be accepted.

3. Contract Terms. The contract term is anticipated to be Twelve (12) Months commencing from contract signing date and acceptance. Proposal should include a monthly payment schedule with proposed monthly payments and the final balance to be paid at the end of the contract term. This must be specified and negotiated prior to commencement of contract.
4. All vendors submitting a proposal shall agree to not include a provision into a contract or agreement with LC 9-1-1 requiring LC 9-1-1 to hold harmless or indemnify any person, partnership, association, corporation or other form of entity. By responding to the RFP, the vendor is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission. The contract or agreement must contain the following language (or language similar thereto) as specified below:

PENNSYLVANIA LAW TO APPLY

This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Pennsylvania and all obligations of the parties created hereunder are performable in Luzerne County, Pennsylvania, and any suit arising hereunder shall be brought in the Luzerne County Court of Common Pleas, Luzerne County, Pennsylvania.

5. Submitting a proposal is not to be construed as creating a contractual relationship between LC 9-1-1 and any vendor submitting a response to this RFP.
6. LC 9-1-1 shall have no obligation or liability to any vendor responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
7. LC 9-1-1 may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
8. LC 9-1-1 reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which LC 9-1-1 deems to be in its or its employees' best interest.
9. By submitting a response to this RFP, the vendor represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and those exceptions are accepted by LC 9-1-1.

10. By submitting a response, the vendor represents that it has the ability to meet all of the requirements outlined herein.

11. After evaluation of the responses, LC 9-1-1 will make its selection based on the response which best meets the needs of LC 9-1-1, in the sole discretion of LC 9-1-1. The Request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. LC 9-1-1 reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

B. Evaluation and Selection of Proposals

LC 9-1-1 will perform the evaluation of proposals in accordance with the criteria set forth within this document. The following criteria will also be considered in the evaluation:

1. The vendor has no conflicts of interest with regard to any other work performed for the County.
2. The vendor has no contractual relationships with any potential future and/or current vendor of equipment or services.
3. The vendor adheres to the instructions in this request for proposal on preparing and submitting the proposal.
4. The vendor's past experience and performance on comparable projects.
5. The quality of the vendor's professional personnel to be assigned to the engagement and the quality of the vendor's management support personnel to be available for consultation. Reference checks will be conducted.
6. Other criteria as deemed prudent.
7. The County reserves the right to retain all proposals submitted and use any idea in a proposal, regardless of whether that proposal is selected

C. Subcontracting

Vendors are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the prior written consent of LC 9-1-1.

D. Minority and Women-owned businesses

Minority-owned firms and women's business enterprises are encouraged to submit a proposal.

ENGINEERING AND SURVEYING SERVICES - TOWER SITE DESIGN FOR HARRIS POND

TECHNICAL SPECIFICATIONS

Luzerne County is currently upgrading our existing radio system to better serve the residents, businesses, tourists and public safety agencies of the county. In order to achieve the overall plan, Luzerne County will be contracting for the construction of one (1) raw lands to finish tower site to improve RF coverage for our first responders.

Luzerne County is soliciting engineering and surveying services proposals from qualified Firm to provide design services for the tower site as described hereon. Below is a scope of services of the engineering and surveying services requested for this project. The Firm must outline their qualifications and fee for the scope of services listed below. Luzerne County is seeking a 'turnkey' approach, where the Firm will provide the following:

Project Scope of Work:

Provide complete engineering, surveying, permitting, and related site design to construct the tower and site at the locations provided by the County.

No tower design services or coordination with a tower manufacturer are required.

General Requirements:

1. The location of the proposed tower site is in Ross Township, Luzerne County, known as Harris Pond, and is a square 75-foot by 75-foot area centered on the coordinates of - 76.129 and 41.303. The county will be responsible for procurement of site and leasing of the property.
2. All plan review fees shall be paid by the County and included in the cost proposal.
3. All drawings shall be produced in AutoCAD 2013 or compatible. Final AutoCAD files shall be submitted to the County.
4. Firm shall be 100% responsible for their respective discipline in order to meet all code requirements and shall revise drawings to meet County/City plan review comments at no additional cost to the County.
5. All Firms shall be fully authorized and licensed to provide professional engineering services and surveying in the State of Pennsylvania, be in good standing with their respective state boards and not be under investigation for unethical practice or standards.
6. All drawings shall be produced in 24"X36" sheet size for both digital and printing format. Drawing package shall also be provided in PDF form for reproduction purposes.
7. Firm can request an initial site visit at the proposed site to review the project for an initial design review.
8. All FAA + FCC required filings to be completed by Firm.

Engineering Services:

Civil Site Engineering

The Firm shall provide a 'turn-key' proposal for civil engineering services with a lump sum price. The proposal shall include line item costs for the following services:

1. Site Grading/Site Layout – provide access road (typically gravel, typically 12' wide), to parking area (typically 20' x 30'), and tower pad (typically 100' x 100' or less). Dimensions are provided for planning purposes and are subject to change based on site and layout.
2. Storm water drainage design – meet all applicable local and state design and permitting requirements for Post Construction Stormwater Management.
3. Erosion and Sediment (E&S) control design – meet all applicable local and state design and permitting requirements for permit acquisition and construction purposes.
4. Firm shall prepare and submit all applicable Permitting documents including but not limited to; City and County E&S and PCSM permits, Site Specific E&S Applications, NPDES Permit Submittals including Notice of Intent (NOI), Local Grading Permits, and Highway Occupancy Permits (HOP's).
5. Geotechnical Testing and Report for tower design by tower manufacturer – Typical Bores to a depth of 35' below grade.
6. Soil resistivity Testing and Report by a qualified professional (to be used in development of site grounding design). Both a soil resistivity testing/report and geotechnical testing/report are required.

Site Design

All work to be completed in compliance with existing regulatory codes, industry standards and FAA/FCC regulations.

1. Firm will provide a preliminary legible drawing of the proposed site that shall include:
 - a. Compound layout with all applicable facilities, construction details, and tower drawings.
 - b. Lease area of site
 - c. Fencing, grounding, and electrical plan and details.
2. Firm is responsible for utility coordination and includes; submission of one-calls, coordination of site walks with the appropriate utility Firms for utility routing and any associated ROW that will be required for utility corridors.
3. Firm shall prepare Construction Drawings based on all information collected and agreed upon during the site walk phase. It should also incorporate results based on geotechnical and soil resistivity reports, tower drawings, FAA Notice, permitting and site survey (included as separate section below).

Tower Design

Tower Design to be completed by tower manufacturer and under a separate Scope of Work.

Surveying Services:

Firm shall verify the metes and bounds of the parent parcel of interest given by bearing to the nearest whole second and distance to the nearest hundredth of a foot. Easements and/or rights of ways shall be shown graphically and described, as well as the proposed lease parcel and proposed and existing easements. All legal names and widths of any adjoining streets or dedicated public rights of way shall be shown. A Survey map will include a North Arrow showing deed bearing north, magnetic north and geographic true north. A bounded survey is required.

All tax maps, blocks and lot numbers and the deed book and page numbers should be verified and shown for the parent parcels and adjoining parcels within 100 feet.

Location and description of all structures within 50 feet of the proposed site shall be shown, to include any abandoned structures.

Location and description of all above ground utilities including power and telephone poles, overhead wires and other items shall be shown. Underground utilities shall be also shown and noted within 25 feet of proposed construction area. Any and all utility Firms or other owners shall be labeled and shown.

All corners of proposed lease parcels, easements and other boundaries shall be permanently marked with iron pins or pipes not less than 18 inches in length and 1" in diameter. Elevations shall be field measured and shown to within 1.0 feet of the U.S.G.S. datum or NGVD 88 datum when not in a special flood hazard zone. Where a particular benchmark is used as the starting point, its description, location and elevation shall be noted on the drawing. Topographic coverage will usually include at a minimum the area within 100 feet of new construction including all access and utility easements. Where the terrain has a slope of 6% or more, a profile of the access easement centerline will be required. Contours shall be shown over the full area of requested coverage at 2-foot intervals. A permanent benchmark shall be set in the immediate vicinity of the proposed new construction. Firm will provide a 2C letter accurate within the FAA Horizontal Accuracy Code 2, (+/- 50 feet) and the elevation provided is accurate within FAA Vertical Accuracy Code C, (+/- 20 feet).

Survey Plan

Firm shall insert his/her own name and other identifying data in the appropriate blocks. The survey plan scale shall normally be 1"=20' or 1"=30' if necessary and 24 inches in depth by 36 inches in width. A key map at a scale of 1"=2000' will be included in the area designated on the standard drawing format sheet (upper right-hand corner) and shall usually consist of a reproduction of the U.S.G.S. 7.5-minute quadrangle map with the site location noted in heavy outline and circled for clarity.

The original drawings shall bear the signature of the Supervising Professional Land Surveyor.

Environmental Surveying:

Wetland and Stream Delineation and Permitting

The Firm shall provide a site-specific Wetland, Stream and Natural Resources investigation complying with local, state, and national procedures. The Firm is responsible for conveying wetland, stream, and natural resource finding with the client and advising a viable permitting solution for any field finding that will require mitigation, permitting, or site re-design. The Firm shall prepare all applicable environmental permit submittals for construction of the proposed project if applicable.

Additional Services:

Additional services that may be required based on site specific issues. It is the Firm's responsibility to advise the client as issues and unforeseen circumstances arise.

SHPO Compliance Permitting – The Firm is responsible to provide State Historic Preservation Office compliance (SHPO) permitting and submittals. The Firm is responsible for all compliance with the Pennsylvania State Historic Code, PHMC Submissions, FCC Form 620, and all applicable compliance permitting.

Coordinate/Prepare Phase I and II Site Assessments – Environmental Site Assessment (ESA) of proposed site if required.

Zoning Permitting - Include Zoning Drawings, Zoning Package Submittal, and Attendance to Zoning Hearings. All information must be compliant with county and city zoning requirements. The Firm shall have an intimate knowledge of the Zoning process.

Miscellaneous:

Expenses

1. As part of the proposal, in addition to the lump sum, list all reimbursable expenses and rates.
2. The engineer shall document and bill all reimbursable costs with a 0% mark-up.

Change in Scope of Work

1. Provide hourly fee rate sheet for work which may arise due to a change in the proposed scope of work.
2. All additional services arising from a change in the scope of work shall be not be commenced without a fully executed contract amendment. It shall be the responsibility of the civil engineer to indicate to the County if they believe that services to be rendered are outside of the scope of work. Luzerne County shall not be required to honor any requests

for compensation for additional services that begin or are completed before a fully executed contract amendment is issued.

Evaluation / Selection Process:

The criterion upon which the evaluation of the proposals will be based includes, but is not limited to, the following:

- A. Submission of a proposal implies the Vendor's acceptance of the evaluation criteria and Vendor recognition that subjective judgments must be made by an evaluation committee.
- B. The evaluation committee will examine all proposals. A proposal that does not conform to the instructions contained in this document or that does not address all questions and/or requirements as specified may be eliminated from consideration. However, Luzerne County reserves the right to accept such a proposal if it is determined to be in Luzerne County's best interest.
- C. Luzerne County may initiate discussions with Vendors during the evaluation process and reserves the right to request an on-site presentation/demonstration by the Vendor. Modifications to proposals will be accepted during this period but only when such modifications are requested by Luzerne County. Vendors may not initiate discussions and/or presentations. Luzerne County expects to conduct any discussion sessions with Vendor personnel authorized to contractually obligate the Vendor with an offer.
- D. The award of the contract shall be made to the Vendor whose proposal best meets the goals and objectives of Luzerne County as set forth in the RFP. The evaluation criteria shall take all of the following into consideration: hardware, software, and/or services, pricing, and other factors set forth in the RFP.
- E. Luzerne County may hold negotiating sessions with the successful Vendor. If Luzerne County and the selected Vendor are unable to agree to contract terms and conditions, Luzerne County reserves the right to terminate contract negotiations with the Vendor and initiate negotiations with another Vendor(s).
- F. Luzerne County will select the Vendor whom, in the opinion of Luzerne County, has made the best overall proposal and shall award to contract to that Vendor. Final selection will be made by Luzerne County. Luzerne County may reject any or all proposals.

EVALUATION CRITERIA ARE AS FOLLOWS:

- A. **TECHNICAL COMPLIANCE** – To the degree that the functional requirements of this RFP are met, evaluation shall include all elements as outlined in the “Technical Specifications.

MAXIMUM SCORE: 25

- B. **PROJECT / OPERATIONAL COSTS** – Shall include a spreadsheet identifying all costs that will be supported (by prime and subcontractors, if applicable).

MAXIMUM SCORE: 25

- C. **VENDOR REFERENCES** – Shall include Vendor’s experience and qualifications to include a list of recent projects from like sized (approx. 320,000 pop. or larger) counties in the Commonwealth. Vendor shall include a list of professional references to include financial reports to support this project, and an organizational list of all key personnel in this project (prime and subcontractors), defining their tasks.

MAXIMUM SCORE: 25

- D. **PROJECT IMPLEMENTATION SCHEDULE** – Vendor’s ability to have contract funds encumbered within 30 days of contract award and complete the services as described in the RFP, including engineering, surveying, permitting, and related site design to construct the communications towers and sites at the locations provided by the County by November 1, 2019, unless mutually extended by both parties.

MAXIMUM SCORE: 25

Public Notice

Luzerne County invites qualified agencies and individuals to submit a Request for Proposal (RFP) to provide the following:

**ENGINEERING AND SURVEYING SERVICES -
TOWER SITE DESIGN FOR HARRIS POND**

**Luzerne County 9-1-1
LUZERNE COUNTY, PENNSYLVANIA**

Responses for the listed Request for Proposals must be submitted to The Luzerne County Purchasing Department, c/o Mark Zulkoski, 20 North Pennsylvania Avenue, Suite 203, Wilkes Barre, Pa, 18711 by **4:00 p.m.(prevailing time) September 3, 2019**, packages may be obtained at the offices of Luzerne County Purchasing Department in the Penn Place Building, 20 North Pennsylvania Avenue, Wilkes Barre, Pa 18711, and also on the County website at www.luzernecounty.org.

Failure to follow these instructions may result in RFP rejection.

RFP's may be received weekdays between the hours of 9:00 AM and 4:00 PM. only excluding holidays.

The County Of Luzerne does not discriminate on the basis of race, color, national origin, sex, religion, age, family, and handicapped status in employment or the provision of services.

The County of Luzerne is an Equal Opportunity Employer.

Dave Parsnik
Director of Administrative Services

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