

WARWICK TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA
1733 Township Greene
Jamison, PA 18929

**Request for Qualifications (RFQ)
For Professional Bridge Design Engineering Services
Valley Road Bridge Replacement Project**

JANUARY 8, 2025

SUBMISSION INFORMATION

Responses must be submitted by 2:00 PM (EST) on Friday, January 31, 2025 to
Township Manager Kyle Seckinger at kseckinger@warwickbucks.gov

INTRODUCTION
**RFQ FOR PROFESSIONAL BRIDGE DESIGN ENGINEERING SERVICES
WARWICK TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA**

Warwick Township (Township) is requesting qualifications from interested and qualified parties to provide professional bridge design engineering services for the Valley Road Bridge Replacement Project. The scope of work will include but is not limited to, preliminary design, environmental clearances, permit acquisition, ROW relocation coordination, final design of a concrete bridge structure to replace an existing 15.5' stone masonry arch and corrugated metal plate arch, road restoration, bid packet preparation, and shop drawing reviews. The expected contract value is \$265,000. This contract will be awarded through a fair and open, qualifications-based process. The appointed firm serves at-will at the discretion of the Board of Supervisors, who may dismiss the firm at any time.

Firms are to review all documents herein attached and appended prior to submitting a response. All responses must be submitted by 2:00 PM (EST) on Friday, January 31, 2025, via email to Township Manager Kyle Seckinger at kseckinger@warwickbucks.gov. Responses submitted by any other means will not be accepted.

A firm will be appointed through a competitive review process. Firms should demonstrate the capacity to complete the required work and provide several examples of completing comparable work in similarly-sized communities. One or more may be invited in for an interview with the Township prior to selection. Interviews may be held in person.

All questions about and submissions for this project must be submitted in writing to Township Manager Kyle Seckinger at kseckinger@warwickbucks.gov. Correspondence and qualifications submitted via mail, fax, phone, or other means are not permissible and will be considered invalid.

Warwick Township is located in central Bucks County in southeastern Pennsylvania, just northeast of the City of Philadelphia, and encompasses the town of Jamison and portions of Warrington, Furlong, Rushland, Ivyland, and Warminster post offices. Warwick Township is a second-class township governed by three (3) elected Supervisors under a council-manager form of government. The Township operates with a \$17 million annual budget and serves approximately 15,000 residents. The Township is home to three (3) elementary schools of the Central Bucks School District and a Vo-Tech school for high school age students. The Township is a full-service municipality with approximately 40 full-time employees. The Township is home to three (3) main state road corridors - York Road (Route 263), Bristol Road and Almshouse Road.

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WARWICK TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA

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RFQ DETAILS
**RFQ FOR PROFESSIONAL BRIDGE REPLACEMENT ENGINEERING SERVICES
WARWICK TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA**

1. Selection Process

All submissions will be reviewed by a Selection Committee per Pub 93, Appendix 7A. Valid responses will be evaluated with, at a minimum, the following criteria:

- a. The firm's general approach to providing the services required under this RFQ.
- b. The firm's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ.
- c. The qualifications and experience of the firm'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 this RFQ.
- d. The overall ability of the firm to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the firm to perform the services required by this RFQ; the availability and commitment to the engagement of the firm's management, supervisory and other staff proposed.

The Township Manager/designee and/or Board of Supervisors reserve the right to interview some or all of the applicants submitting qualifications. The Township reserves the right to request clarifying information subsequent to the submission of qualifications.

2. Mandatory Contents of Submissions

In addition to demonstrating an ability to meet all minimum qualifications in Attachment A, the firm must also include and address the following:

- a. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address(es) of the individual(s) responsible for the preparation of the submission and the principal professional assigned to the Township.
- b. An executive summary of not more than two (2) pages, identifying and substantiating why the firm is highly qualified to provide the requested services.
- c. A staffing plan listing those persons who will be assigned to the engagement if the firm is selected, including the designation of the person who would be the firm's principal professional responsible for all services required under the engagement. This portion of the submission should include the relevant resume information for the individuals who will be assigned. This 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 firm. The firm's principal professional must be a professional engineer, registered in the Commonwealth of Pennsylvania.

- d. A description of the firm's experience in performing services of the type described in this RFQ. Specifically identify client size and specific examples of work within the scope of services required under this RFQ in similarly sized municipalities.
- e. Five (5) references, preferably at least three (3) municipal clients, three (3) current clients for whom services have been provided for at least three (3) years and two (2) former clients for whom services have been provided with the past seven (7) years. Provide the contact names, titles, email addresses and phone numbers.
- f. If the firm or any principal therein 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 three (3) years, the firm must provide a description of the litigation and/or disciplinary action.
- g. A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the firm in the proposed field of expertise.
- h. In its submission, the firm must 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 this engagement, or the Township.
- i. Firm must maintain Professional Liability and Errors and Omissions Insurance in the minimum amount of \$1,000,000.00.
- j. Firm must acknowledge that any and all records and work products pertaining to the Township and its operations are to be considered property of the Township and subject to full access by the Township and its agents. Furthermore, firms must acknowledge that in the event of dismissal any and all records and work products pertaining to the Township are to be transferred to the Township and/or the newly appointed firm.
- k. Firm shall possess all applicable licenses to perform bridge design engineering in the Commonwealth of Pennsylvania, including PennDOT Qualified Bridge Consultant Certification.

3. Scope of Services to be Provided

- a. The following services shall be provided by the selected consultant:
 - i. Preparation of preliminary and final bridge structural design plans
 - 1. Including stone faced endwalls and brown guardrails
 - ii. Preparation of site plans needed to submit for all applicable outside agencies reviews and permits
 - iii. Construction management of the bridge construction project
 - iv. Preparation of bid specifications/packet for the bridge construction project
 - v. Successful coordination and submission to all applicable outside agencies to obtain required permits and government clearances
 - vi. Right of Way acquisitions, utility relocations, and road detours, as needed

- vii. Preparation and response to all manners of general bridge design engineering requests
 - viii. All other services related to bridge design engineering as requested by the Township or its agents
- b. Project location shall be:
 - i. The Valley Road Bridge, over a tributary to the Neshaminy Creek, is located on Valley Road at Woodlyn Road between York Road and Almshouse Road. See Appendix B.

ATTACHMENT A - Consultant Insurance Requirement
RFQ FOR PROFESSIONAL BRIDGE REPLACEMENT ENGINEERING SERVICES
WARWICK TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA

Without limiting consultant's indemnification, it is agreed that consultant shall maintain in force at all times during the performance of this Agreement, the following policies of insurance:

General Liability

Comprehensive General Liability, including

Premises & Operations	\$1,000,000 per Occurrence
Products & Completed Operations	Combined Single Limit
Contractual Liability	Occurrence Form
Personal Injury Liability	
Broad Form Property Damage	
Independent Contractors' Liability	

Automobile Liability

Comprehensive Automobile Liability	\$1,000,000 per Occurrence
Covering, as applicable, owned	Combined Single Limit
Non-owned, and hired automobiles,	Occurrence Form
Including contractual liability.	

Automobile Physical Damage and/or

Functional Replacement

Inland Marine (as appropriate)

Cost New

Workers' Compensation & Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	\$500,000 per Occurrence

Each insurance policy required by this contract shall contain the following clause:

"This insurance shall not be cancelled, reduced in coverage or limits, or non-renewed until after forty-five (45) days prior written notice has been given to Township or its representative."

Each insurance policy required by this contract, except for the Workers' Compensation policy, shall contain the following clauses:

"The Township, its employees, agents, officials and volunteers are hereby added as additional insured as respects the operations and activities of this contract."

As part of a valid submission, firms must provide insurance certificates confirming the existence of the insurance required by this contract. If consultant fails to maintain the aforementioned insurance, Township may, at its option, obtain such insurance and forward an invoice for payment of the premiums to the consultant. *Nothing herein contained shall be construed as limiting in any way the extent to which consultant may be held responsible for payments of damages to persons or property resulting from consultant's or its sub-consultant (s) performance under this contract.*

ATTACHMENT B – Hold Harmless Clause
RFQ FOR PROFESSIONAL BRIDGE REPLACEMENT ENGINEERING SERVICES
WARWICK TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA

The consultant shall indemnify and save harmless the Warwick Township from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought against or recoverable from the Warwick Township by reason of any act or omission of the consultant, its agents, employees, assigns, and any entity acting in the consultant's behalf and on the consultant's direction in the execution of the work or in consequence of any negligence or carelessness connected with the execution of any work and any activities directly or indirectly incidental thereto. This specifically includes any negligence or carelessness of the consultant in failing to review all plans, specifications, and other documents published by Warwick Township in connection with the preparation and award of the contract.

The consultant shall assume all risk and bear any loss or injury to the property or any person which is caused by the negligence of the consultant including his/her negligent failure to notify Warwick Township of any dangerous condition requiring Warwick Township's action, including periods when the consultant is not present on the site but during the progress of work provided for in the contract until the same shall have been completed and accepted. The consultant shall also assume all responsibility for any and all loss by reason of the consultant's negligence or violation of any local, state or federal law, regulation, practice, or order. The consultant shall give to the Township authorities and all other appropriate authorities all required notices relating to the work for which the contract was let including all notices of any dangerous conditions.

The consultant, in executing this Agreement, represents to the Warwick Township that the contents of this hold harmless clause has been communicated to any sub-consultants or employees and that this representation is made in behalf of both him/herself and all persons or organizations acting in the consultants' behalf including any sub-consultants.

ATTEST:

WITNESS

NAME OF FIRM

SIGNATURE

PLEASE PRINT NAME

APPENDIX A – Nondiscrimination Clause
RFQ FOR PROFESSIONAL BRIDGE REPLACEMENT ENGINEERING SERVICES
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During the term of the contract, consultant agrees as follows:

- A. Consultant shall not discriminate against any employee, applicant for employment, independent consultant or any other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.
- B. Consultant shall take affirmative action to ensure that applicants are employed and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, or handicap. Such affirmative action shall include, but is not limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.
- C. Consultant shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.
- D. Consultant shall, in advertisements or request for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, or handicap.
- E. Consultant shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by consultant.
- F. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that consultant had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the consultant was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
- G. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that consultant will be unable to meet its obligations under this nondiscrimination clause, consultant shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- H. Consultant shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of consultant's noncompliance with the nondiscrimination clause of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and consultant may be declared temporarily ineligible for further Commonwealth contracts, and other sanctions may be imposed and remedies invoked.

- I. Consultant shall furnish all necessary employment documents and records to and permit access to its books, records and accounts by the contracting agency for purpose of investigation to ascertain compliance with the provisions of this clause. If consultant does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency.
- J. Consultant shall actively recruit minority and women sub-consultants or sub-consultants with substantial minority representation among their employees.
- K. Consultant shall include the provisions of this nondiscrimination clause in every subconsultant so that such provisions will be binding upon each sub-consultant.
- L. Consultant obligations under this clause are limited to the consultant's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

APPENDIX B – Bridge Location Map
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