Forty Fort Borough, Luzerne County

DEPARTMENT OF PUBLIC WORKS FACILITY PROPOSAL

REQUEST FOR PROPOSAL

RESPOND NO LATER THAN:

Friday, April 4, 2025

Forty Fort Borough
1271 Wyoming Avenue
Forty Fort, PA 18704
barnone@fortyfort.org

INTRODUCTION

Over the past five years, Forty Fort Borough has made a concerted effort to improve the quality of life for the municipality and its neighboring boroughs through an expansion of recreational opportunities and public works services. In addition to the acquisition and maintenance of the Luzerne County Recreational Facility bordering the county owned Forty Fort Airport, Forty Fort Borough DPW is responsible for recycling and yard waste pickup, garbage collection, street sweeping, sewer and stormwater maintenance, municipal paving projects, and beautification of several gateways into the borough. Forty Fort also provides contract-based services to neighboring municipalities at a competitive fee and participates in the local council of governments for shared services and equipment both stored and utilized by the borough.

The borough seeks to engage a consultant with experience in bringing together local communities and their elected officials interested in the opportunity for possible shared DPW facilities and services. This would include assistance with identification of participating communities and the identification potential options for a shared DPW facility. In addition, the consultant must have experience with public funding options for this type of community project including municipal bonds, federal and state grant options and other funding options. The consultant must be able to assist in the completion of any grant applications for this proposed project.

A. PROPOSAL SUBMISSION

1. The proposal must be submitted not later than 4:00 p.m. on April 4, 2025, to Bonnie Arnone via email at barnone@fortyfort.org.

2. A hard copy of the proposal must be submitted within five (5) business days of electronic submission.

3. The email should include in the title **"DEPARTMENT OF PUBLIC WORKS FACILITIES PROPOSAL."**

4. Proposals will be handled confidentially by Forty Fort Borough during the pre-award process.

5. Forty Fort Borough will not be responsible for any expenses incurred by a proposer in connection with this procurement.

6. All sub-consultants must be approved by Forty Fort Borough Council.

7. All proposals shall be valid and binding for a period of 90 days.

B. QUESTIONS

Any questions concerning the Request for Proposal should be directed to barnone@fortyfort.org

I. GENERAL CONDITIONS

A. No verbal instructions or verbal information to proposer (hereafter proposer or consultant) will be binding on Forty Fort Borough. These written specifications will be considered clear

and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to these specifications be made in the form of written addenda, they will be emailed to all consultants. These addenda shall then be part of these specifications.

B. Submission of a proposal will be considered as conclusive evidence of the consultants' complete examination and understanding of the specifications.

C. Forty Fort Borough reserves the right to reject any or all proposals; the right to request additional information from any proposer; the right in its sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of Forty Fort Borough.

D. Forty Fort Borough reserves the right to negotiate with proposers to establish variations from the original proposal(s), including proposed cost, which may be in the interest of Forty Fort Borough.

E. The award will be given to the responsive and responsible consultant whose proposal, conforming to specifications, will be most advantageous to Forty Fort Borough. Price and other factors will be considered, such as delivery time, quality, service, experience and specific skills and disciplines represented on the consulting team, etc. The award may or may not be made to the consultant or consultant with the lowest price proposal.

F. Forty Fort Borough shall have the right, without voiding the contract, to amend the items or work covered by the specifications. In case such amendments are made, an equitable price adjustment shall be made between Forty Fort Borough and the Consultant. All adjustments in price shall be made in writing.

G. The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The consultant will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap, or national origin. Consultants will take steps to insure employees are treated during employment without regard to race, color, religion, sex, age, handicap, or nation origin. Such action shall include but not be 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, including apprenticeship.

H. CONTRACT TERMINATION: A contract may be cancelled by Forty Fort Borough by giving the consultant a minimum of seven (7) business days written notice to the consultant.

I. INDEMNIFICATION: The consultant shall hold Forty Fort Borough harmless from and indemnify Forty Fort Borough against any and all claims, demands and actions based upon or arising out of any activities performed by the consultant and its employees and agents under this Contract and shall, at the request of Forty Fort Borough, defend any and all actions brought against Forty Fort Borough based upon any such claims or demands.

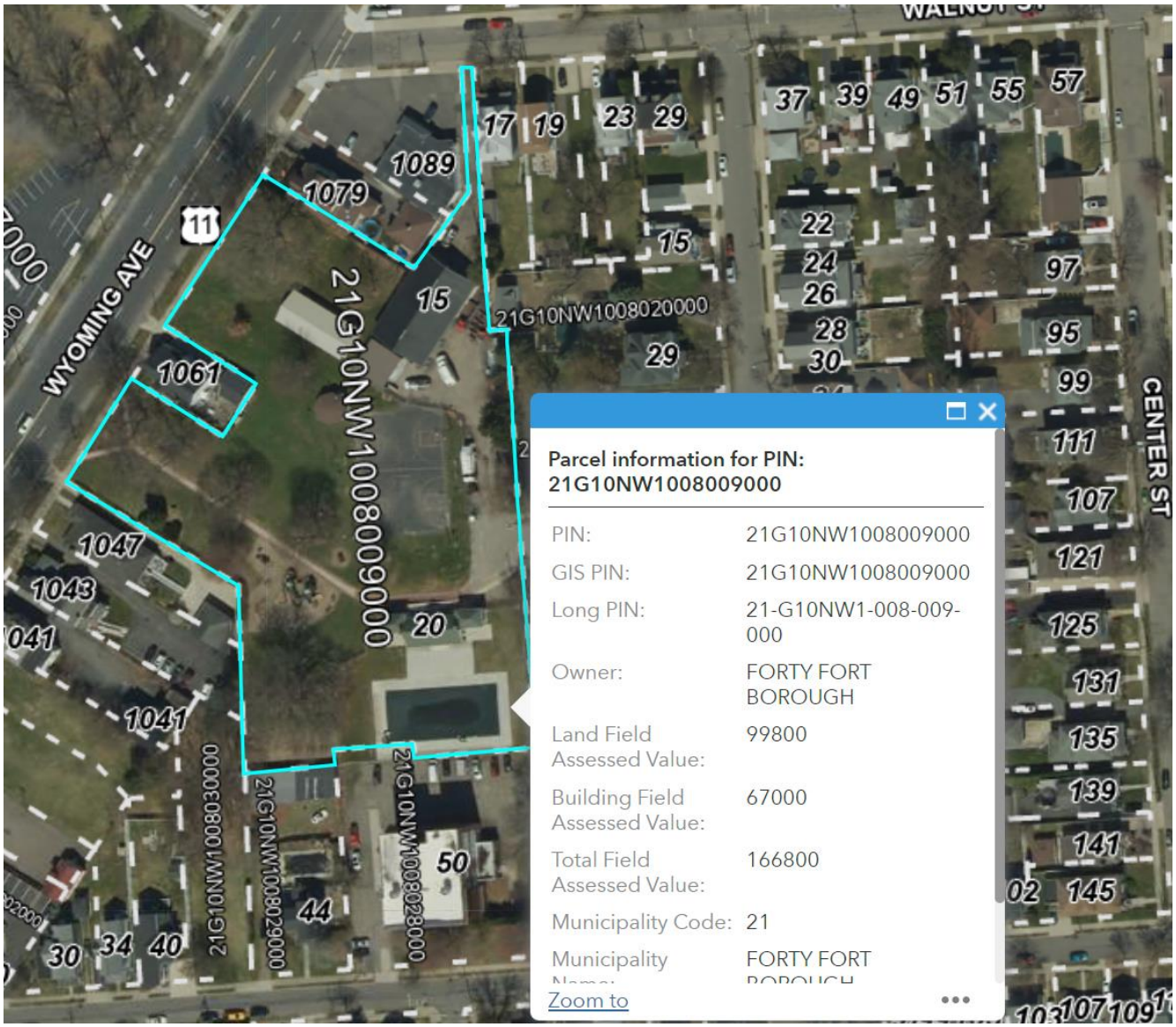
J. INSURANCE: The successful consultant, prior to commencing work, shall provide at it's expense, the following insurance to Forty Fort Borough:

1. Professional liability insurance policy, using an occurrence form of coverage with a minimum coverage limit of $1,000,000. Per occurrence.

II. SCOPE OF WORK

Forty Fort Borough has applied for grant funds offered by the Commonwealth of Pennsylvania, Department of Community and Economic Development's Strategic Management Planning Program (STMP). The program provides opportunities to implement the initiatives found in the STMP report. This phase of the STMP program will address enhancing the capacity and streamlining operational efficiency of the department of public works.

Forty Fort anticipates that sufficient updates to the public works facility will require relocation from its current site near the Forty Fort Park on Wyoming Avenue as pictured below.



The borough is looking for a "turnkey" approach, where the selected firm provides the following services:

1. Securing the purchase of a facility for the relocation of DPW operations.
2. Securing financing such as municipal bonds and exploring other opportunities including loans and grants and completing the transaction.
3. Meetings with local government officials.
4. Preparation of illustrative materials, e.g. renderings of both interior and exterior.
5. Working with the West Side Council of Governments with the goal of having this facility house all of their equipment and operations.
6. Any other necessary due diligence to complete the project.

III. SUPPORT TEAM

Consultants will be expected to work with a consortium of individuals representing Forty Fort Borough management, elected officials and any committees appointed by the governing body.

IV. REQUIRED DELIVERABLES

The following reports, and budget estimates as detailed above in Section II are expected during the course of and at the completion of the engagement:

A. Facility location for Forty Fort DPW operations.

B. Assistance in the securing of financing such as municipal bonds, loans and grants.

C. Working with neighboring communities' officials to discuss the possibility of sharing the location for the operation of their DPW services

D. Working with the West Side Council of Governments to discuss the possibility of sharing the location for the storage of their equipment and operations.

V. SCHEDULE

During the review, the consultant may be required to meet with various elected or appointed officials, department heads, staff members or members of the public to discuss the progress of the engagement or related matters.

The expectation is that the consultant will begin engagement within seven (7) days of award notification and complete the engagement by December 31, 2025.

VI. PROPOSAL

Proposals are to be submitted to Bonnie Arnone via email at barnone@fortyfort.org. A hard copy of the proposal must be submitted within five (5) business days of electronic submission. The first part of the proposal (marked "Technical Proposal") shall include the technical aspects as thereafter explained but shall not include any discussion of fees or out-of-pocket expenses to be billed to Forty Fort Borough. The second part of the discussion (marked "Price Proposal") shall include details as to fees charged and out-of-pocket expenses to be billed. All proposals shall be valid for a period of 90 days.

A. Technical Proposals should include the following information in the order detailed:

1. Title Page – List the RFP subject, the name of the firm, the local address, telephone number, name of the contact person and date.

2. Table of Contents – Include a clear identification of the material included in the proposal by page number.

3. Letter of Transmittal – Limit to two (2) pages. State a positive commitment to perform the required work within the time requested. Also, provide the name(s) of the person(s) who will be authorized to make representation for your firm, their title, and telephone numbers.

4. Profile of Proposer – State whether your firm is local, national or international in size. Give the location of the office from which the work is to be done, and the number of partners, managers, supervisors, seniors, and other professional staff employed at the office.

5. Summary of the Proposer's Qualifications – Describe recent local and/or regional experience similar to the type requested in the proposal and provide the names and telephone numbers of client references who might be contacted regarding your firm's work. At least three (3) references are requested.

6. Additional Data – Include in this section any pertinent information not covered in any of the previous sections. If there is no additional information to be presented, please state.

B. Price Proposals shall include the following information for each Part:

1. Compensation – The estimated **maximum** number of hours and hourly rates by staff classification necessary to complete the engagement. The estimated out-of-pocket costs and the resulting all-inclusive **maximum fee** for which the requested work will be done.

2. Billings and Payment Terms – Proposers shall include required payment terms, although monthly progress billings are preferred for both the consultant fees and out-of-pocket expenses. Billings should show the total professional hours, by classification, together with applicable rates and extensions, actual travel expenses incurred, and a reasonable itemization of other out-of-pocket expenses.

VII. EVALUATION OF THE PROPOSALS

The Technical Proposals will be evaluated in terms of: (1) the Proposer's demonstrated understanding of Forty Fort Borough requirements and plans for meeting them; (2) the professional qualifications and related experience of the professionals available to be assigned to the engagement; (3) the prior experience and reputation of the Proposer in performing similar municipal service projects, and (4) the organization size and structure of the Proposer.

After all proposals have been received, an award will then be made to the firm which, in the opinion of the Governing Body of Forty Fort Borough submitted the most beneficial proposal, cost and other relevant factors considered. Please note that the award may or may not be made to the firm submitting the lowest cost proposal.

Forty Fort Borough reserves the right to reject all proposals submitted and to request additional information from Proposers. Notice is also given of the possibility that an award may be made without discussion or after limited negotiations. It is, therefore, important that all proposals contain the most favorable terms possible and should be complete in all respects.

Proposals will be evaluated by a team consisting representatives of the governing bodies of Forty Fort Borough, a regional representative of the DCED/CLGS and others as selected by Forty Fort Borough**.**