

**Request for Qualifications  
Civil Engineering Services  
East Hanover Township, Dauphin County, Pennsylvania  
Crooked Hill Road over East Branch of Manada Creek Bridge Replacement Project**

**1. Introduction**

The Township of East Hanover, Dauphin County, Pennsylvania (township) is requesting Qualification Statements for experienced municipal civil engineering firms (firm) for the planning, design and construction for the Crooked Hill Road over East Branch of Manada Creek Bridge Replacement Project. Firms with specific experience in the planning, design and construction of municipal bridges (no less than five completed projects in the last five years) are invited to submit Statement of Qualifications as requested herein. The submission for and the qualifications provided must include without exception all items, services and experiences necessary to plan, design, permit, construct and complete the aforementioned project.

**2. Project Description**

Firm will perform the engineering and other related services necessary for the design, bidding and construction of a replacement bridge on Crooked Hill Road over the East Branch of the Manada Creek in East Hanover Township, Dauphin County, PA. The bridge and approach roadway will be constructed to meet current PennDOT and AASHTO standards for a rural local road. The exact type of structure will be determined as part of the preliminary design process and will be reviewed and approved by the steering committee and the Director of Public Works. The existing bridge is a single span steel beam bridge with a concrete deck. This project is funded.

**3. Project Management**

The Township has retained Stein Consulting Group, LLC to manage the selection process for engineering services for the replacement bridge on Crooked Hill Road over the East Branch of the Manada Creek project. Questions concerning the selection process, submittal requirements and other related inquiries are to be directed to:

Andrew Stein  
Stein Consulting Group, LLC  
610-310-1048  
[andy@steincg.com](mailto:andy@steincg.com)

Site visits or related information regarding the Township can be coordinated with Mr. Stein or by contacting:

Deborah A. Casey  
Secretary/Treasurer  
717-469-0833  
East Hanover Township  
8848 JONESTOWN ROAD  
GRANTVILLE, PA 17028

#### 4. Submission Requirements

Firms interested in being considered for design, bidding and construction of a replacement bridge are directed to adhere to the following submission requirements:

- A. Outside Cover which identifies the submittal as “Statement of Qualifications East Hanover Township Crooked Hill Road over East Branch of Manada Creek Bridge Replacement Project”.
- B. Transmittal letter signed by an Officer of the Company. Summarize why your Firm and Team are the most qualified for this Project. Include a statement indicating that all information contained in the Qualifications Statement submittal is complete and accurate. Provide permission for the Township and its representatives to contact existing and previous clients of the Firm and of its Consultant Team Members for the purpose of determining performance.
- C. Table of Contents identifying the various sections of the Qualifications Statement.
- D. Corporate Profile of the Prime Firm, presenting information about the history of the firm, former names, names of major owners and officers, locations, services, number of employees and number licensed, and other pertinent information.
- E. Organizational Chart showing reporting structure of the prime firm and any consultants. Include names and role of key staff to be assigned to the Project.
- F. Letters of Commitment and Corporate profiles of any Consultant Team Members to be utilized on the Project.
- G. Resumes of key professional staff for the Prime Firm and any Consultant Team Members. Resumes shall be limited to one page and include education, areas of expertise, special training, role in the Project, listing of relevant project history, years with the company. Only resumes of staff designated to play a key role and be committed to the Project should be included.
- H. Identification of relevant/similar municipal bridge replacement project experience of the Firm and Consultant Team Members in the last 10 years. Provide scope of services performed; photographs; year (identify when design started and construction completed); size; construction cost; total design fee; key professional staff and outside consultants involved and roles; client/owner contact information (contact name, title, phone number, and email address).
- I. Provide a Section which discusses your Firm and Consultant Team’s approach to the planning and design of this Project with emphasis on maximizing site utilization; making programming decisions while keeping the budget in mind. evaluating alternative energy applications; and minimizing change orders during construction.

- J. Provide a Section which presents data and information regarding the Firm and Team Members' experience in meeting Owner budgets, estimating costs versus project bids, and adhering to project schedules. Present information on the Firm's current backlog and availability to efficiently handle this project.
- K. Provide a Section which presents a listing of professional liability coverage, including any Consultant Team Members' coverage. Identify any litigation, arbitration, and/or mediation related to design or construction services rendered in the past 10 years with indication of outcome. Include for consultant Team Members as well.

## **5. Submittal Package and Delivery Information**

- A. One original and two copies of the Submittals are required.
- B. Sections shall be divided and clearly marked as outlined in the Table of Contents.
- C. The entire package with the exception of the Transmittal Letter, Table of Contents, the Section Dividers, Letters of Commitment, and Resumes shall not exceed 50 pages. Pages shall be in a font that can be easily read.
- D. Firms desiring to receive updated information regarding the Civil Engineering Services RFQ should email contact information to [andy@steincg.com](mailto:andy@steincg.com).
- E. The Qualifications Statements shall be delivered to the following address by 3:00 PM on September 14, 2010 (submittals after this time and date will not be considered; email and faxed submittals will not be accepted):

Deborah A. Casey  
Secretary/Treasurer  
717-469-0833  
East Hanover Township  
8848 JONESTOWN ROAD  
GRANTVILLE, PA 17028

## **6. Evaluation and Selection Criteria**

All Qualification Statements will be evaluated based on the following criteria. Additional criteria may also be utilized, such as results of contacts with current and past clients:

- A. Recent specific experience of the Firm and its Consultant Team Members in the planning and design of similar Municipal Bridge Replacement Projects.
- B. Experience of the Firm and its Consultant Team Members working together on previous assignments.
- C. Professional qualifications, commitment and project experience of Professional Staff to be assigned to the Project, especially the Project Manager and the key senior engineering discipline professionals.
- D. Knowledge of Township and Municipal Government ordinances and regulations.
- E. General Capabilities, services, stability, availability and history of the Firm and its Consultant Team Members.
- F. Past performance of the Firm and its Consultant Team members in meeting schedules and budgets; estimating costs; and eliminating change orders.

## **7. Selection Process**

All Qualification Statements will be reviewed and evaluated by the Township and its representatives for overall completeness and adherence to submission requirements and according to the criteria contained in Section 6. Additional information/clarifications may be requested from certain Firms during the review process. A short-list of three(3) to eight(8) Firms will likely be selected to submit detailed proposals to include estimates of fees, tentative schedules, conceptual ideas for the project, and other details and information. Oral interviews with all or certain short listed Firms may be held. Final selection will be based on a combination of qualifications, experience, assigned staff, fees, schedule, approach to the Project, conceptual ideas and chemistry with the Township.

## **8. Reservation of Rights**

The Township reserves the right to undertake such investigations as it deems necessary to further evaluate the qualifications and experience of the Firms. The Township reserves the right to waive any irregularities in any Statements of Qualifications and to reject any or all Statements of Qualifications if in the Township's best interest to do so. The Township reserves the right to short-list any Firms which respond to the Request for Qualifications and to award the final contract to the Architectural Firm which it deems to have provided the best overall proposal for the planning and design of the Municipal Complex. The Township does not have to award the contract to the Firm which proposes the lowest fee.

The Township reserves the right to utilize any concepts, information and cost saving ideas that may be generated during the selection process.

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