

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR ENGINEERING SERVICES FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDED**  
**PROJECTS IN BROWN TOWNSHIP, MIFFLIN COUNTY, PENNSYLVANIA**

This RFQ is for a three year period that includes the remaining calendar year of 2017, and calendar years 2018, 2019 and the first quarter of 2020. The Mifflin County Planning and Development Department is the agency authorized by The Pennsylvania Department of Community and Economic Development (PA-DCED), the Brown Township Supervisors and the Mifflin County Commissioners, to administer their (CDBG) Program.

Brown Township and The Mifflin County Planning and Development Department on behalf of Brown Township, intend to use CDBG funds to benefit low-moderate income persons for projects that:

*Include, but are not limited to: water, sewer, stormwater projects, roadway reconstruction, park improvements, Americans with Disabilities Act modifications, and demolition of blighted structures.*

The Mifflin County Planning and Development Department, on behalf of Brown Township and Mifflin County, is seeking statements of qualifications from engineering firms, to provide design, bidding and construction phase services (such as jobsite inspections, invoice approval, conduct job meetings as required and other associated services as required) for potential projects. This also includes assisting in Davis/Bacon wage rate and MBE/WBE/DBE compliance as needed. The engineering firm will be retained in accordance with qualifications based on the criterion contained on page two (2) of this notice and in accordance with the applicable Federal, state and local procurement standards. The engineer should be knowledgeable about the requirements of the funding agency such as, but not limited to: Federal, (CDBG) (PA-DCED), United States Department of Agriculture (USDA), State of Pennsylvania, PENNDOT and PennVEST.

**All statements of qualifications must be received by: 4:00 PM on Friday, May 19, 2017.** The County and Brown Township will evaluate qualifications and select the firm it deems best qualified, based on the criterion contained on page two (2) of this RFQ. The County and Brown Township will then negotiate a professional services agreement for the projects with the selected Engineer, prior to the commencement of providing engineering services.

**PROJECT DESCRIPTIONS**

The project will consist of providing design, bidding and construction phase engineering services for Brown Township's CDBG funded projects as listed above. The design engineer will review the condition of the existing facilities and meet with the local officials or their representative, to determine the final improvements to be included in the construction drawings, and obtain a PENNDOT Highway Occupancy Permit (if required) and other applicable permits as required.

**SELECTION PROCEDURE**

The County and Brown Township will review all statements of qualifications and assign rankings in accordance with the criterion listed on page two (2). Each of the four factors should be addressed in the statement of qualifications and points will be awarded based on each response. Fees are not to be included in this submission. Statements of qualifications containing fees will not be evaluated.

1	Qualifications and Experience of Firm A. Past similar project experience B. Experience with the CDBG and other funding programs	175
2	Special Characteristics of the Firm, such as Small Business Firm, Minority and/or Woman Owned Businesses, Labor Surplus Area Firm or Section 3 Business Firm	75
3	Ability to complete work within established budgets and schedules.	100
4	Familiarity with Brown Township and Mifflin County	150
<b>TOTAL</b>		<b>500</b>

All firms will be ranked separately based on the information submitted, to determine their ability to undertake the services outlined above. The final selection will be contingent upon the willingness of the firm to negotiate a fee, which meets both the budget and the approval of Brown Township and Mifflin County, which is fair and reasonable, with respect to the services to be provided.

In the event Brown Township and Mifflin County are unable to negotiate an acceptable contract with the firm receiving the highest ranking, negotiations will begin immediately with the next highest ranking offeror, until a satisfactory agreement has been reached. Statements of qualifications will be reviewed by Mifflin County Planning and Development Department and Brown Township. Telephone and on-site interviews may be requested and the County and Township reserves the right to conduct negotiations and to request oral presentations.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Township and County. It is required that all project activities be carried out in accordance with applicable Federal, State and local laws and regulations. In accordance with the PA Department of Community and Economic Development, the contract award will be valid for a three (3) year period commencing on execution of the contract between the selected engineering firm, the Township and the County.

The County of Mifflin and the Township of Brown each is an affirmative action/equal opportunity employer, that selects contractors without consideration of race, religion, color, ethnic background, sex, age or handicapped status. Minority-owned, Women-owned and Section 3 business firms are encouraged to submit proposals. The Township and the County are obligated to follow their adopted MBE plan on file in the Mifflin County Planning and Development Office, located at 20 North Wayne Street, Lewistown, PA 17044.

**Three hard copies of the statement of qualifications must be submitted on or before: 4:00 PM on Friday, May 19, 2017 at the following address:**

Name: James P. Lettiere, AICP, Community Development Administrator/Assistant Director  
Address: Mifflin County Planning & Development Department  
20 North Wayne Street  
Lewistown, PA 17044

Phone Number: 717-242-0887 e-mail: [jlettieri@mifflinco.org](mailto:jlettieri@mifflinco.org)

