

Request for Proposals for  
Professional Engineering Services in association with a  
Floodplain Restoration and Nature Play Area Project  
along Bull Run/Limestone Run in the Borough of Lewisburg, Union County,  
Pennsylvania

Proposals Solicited by:

Borough of Lewisburg  
55 South Fifth Street  
Lewisburg, PA 17837

# Public Notice

Dates of Posting: April 13, 2018

Contact: William Lowthert, Lewisburg Borough Manager

## REQUEST FOR PROPOSALS

The Borough of Lewisburg is requesting proposals for the purchase of professional services associated with a Floodplain Restoration and Nature Play Area Project along Bull Run/Limestone Run in the Borough of Lewisburg, Union County, Pennsylvania. These services include all necessary design and specifications for the bidding of and contracting for the project. Complete proposal details, including the required proposal format, follow this public notice or may be obtained by contacting William Lowthert, Lewisburg Borough Manager.

Proposals will be accepted until 2:00 p.m. prevailing time, May 25, 2018, at which time they will be publicly opened at the Lewisburg Borough Office. Proposals shall be on the forms required, sealed and clearly marked on the outside, "Lewisburg Professional Services Proposal," and submitted to William Lowthert, Lewisburg Borough Manager, 55 South Fifth Street, Lewisburg, PA 17837.

**Proposals that are faxed or e-mailed to Lewisburg Borough cannot be accepted.**

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Pennsylvania

Lewisburg Borough proposes to use recently approved Pennsylvania Department of Conservation and Natural Resources (DCNR) grant funding and local funds to undertake a floodplain restoration project that will include a significant Nature Play component that better connects our park users to the stream. The project area is located within the Borough of Lewisburg's Hufnagle Park/Kidsburg Playground area south of St. Louis Street between South Sixth Street and South Fifth Street. It is envisioned that the project will encompass the areas on both sides of Bull Run/Limestone Run. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering, Architectural, or Planning responsibilities not currently identifiable. The selected engineering firm is expected to understand the requirements of a DCNR grant funded project and to design and manage the project in compliance with all such requirements. In addition, the engineering firm will be required to assist the Borough of Lewisburg in submitting the required information to PEMA/FEMA to secure permission to undertake the proposed project on FEMA/PEMA funded Flood Buyout Properties.

Proposals shall include the appropriate attached "Standard Professional Services Estimate" and be submitted to: William Lowthert, Lewisburg Borough Manager, 55 South Fifth Street, Lewisburg, PA 17837. All proposals shall be sealed and clearly marked on the outside, "Lewisburg Professional Services Proposal," and must be received by 2:00 pm, prevailing time, May 25, 2018, at which time they will be publicly opened at the Lewisburg Borough Office.

Questions regarding this proposal should be directed to William Lowthert, Lewisburg Borough Manager, 55 South Fifth Street, Lewisburg, PA 17837, (570) 523-3614, [@lewisburgborough.org](mailto:@lewisburgborough.org). Interested engineering firms are strongly encouraged to visit the project area before submitting a proposal.

### **PROJECT DESCRIPTION**

The Borough of Lewisburg is seeking proposals for professional engineering services for the first major phase implementation of the Bull Run Greenway Plan, named and referred to as the Floodplain Restoration and Nature Play Area Project. The approved Bull Run Greenway Plan is available for review at <http://lewisburgneighborhoods.org/about/bull-run-greenway-planning-project/bull-run-greenway-final-plan/>. The Greenway Plan depicts a vision for the public space along Bull Run/Limestone Run through the center of Lewisburg. This plan was developed as an outgrowth of an ongoing public planning process over the course of more than a decade, including extensive public input in the past three years. The Plan divides up the Greenway into a series of phases of which this is a part. Both the Greenway Plan and a

portion of the current implementation project were funded by DCNR through the Community Conservation Partnership Program (C2P2).

As described in the Greenway Plan, the Kidsburg portion will include floodplain restoration, stormwater management, and nature play. The site follows the path of Bull Run (aka Limestone Run) from St. Louis Street south and east to the active railroad bridge. Along this reach of the creek, there has historically been substantial fill added to the floodplain, fill now finished with riprap on the east bank and a combination of bulkhead retaining walls, riprap and gabion baskets on the west and south bank.

The design project should reflect the removal of the retaining walls and other bank stabilizers along with other legacy fill within the area indicated in the site plan, with grading provisions made to integrate with the existing grade beyond the limit of work. To the extent still deemed necessary, riprap can be relocated (likely with a concentration at the outside curve in the bend in the creek). The new elevation immediately adjacent to the creek bed should be just 1' above the typical flow level, with a gentle slope upward from there to maximize the holding capacity of the site during high water.

The removal of the fill will expose several drain tiles and one major storm sewer line (approximately 30" diameter). This stretch of daylighted pipe will afford an opportunity to create structured stepped basins for infiltration, plantings of hydrophilic species, and occupiable play spaces. This area of the floodplain is to be considered a 'nature play' area - with a primary goal for the project to improve the connection between the park and the stream.

The bed of the stream channel was reconstructed in the 1970s with a mattress base. The grade change is so minimal along this reach of the waterway that the course of the stream will have to remain the same. Any meanders would slow the flow too much during low water conditions and get incised during high water conditions and subsequently develop ponding during low water. Grade control structures located at each of the bridges prevent a true reestablishment of the course with incising.

The project will include the planting of appropriate trees, shrubs, and grasses to enhance the beneficial value of the floodplain, while improving the aesthetic quality of the area for visitors and providing habitat for birds and other wildlife along the urban stream environment. The selected engineering firm must employ or consult with experienced persons in stream edge plantings.

When designing this phase, special attention is required as paths through the rest of the playground will be extended into the floodplain (in the vicinity of the bend) during future phases in order to provide a low water crossing connecting South Sixth Street over to St. Louis Street. The current project may include potential stepping stones to be used for foot traffic under the right flow conditions. No component, including grading or bank stabilization measures can be designed to obstruct the future creation of a path along the diagonal.

This project, as a phased element of a much larger plan, will require coordination with concurrent projects planned or those already underway and complement subsequent phases. There are projects underway for streetscape improvements along South Sixth Street, tree planting along the inside of the sidewalk on the stream side of South Sixth

Street, and a small floodplain restoration project north of St. Louis Street on South Sixth Street.

The proposal should address design development, including engineering, and creation of construction documents for the portion of the project outlined in the description.

Anticipated Deliverables will include, but may not necessarily be limited to:

- (1) Engineering Analysis - HEC-RAZ or 2D Flow Modelling;
- (2) Agency Coordination to Meet Permitting Requirements;
- (3) Construction Drawings and Project Bid Documents;
- (4) Site Demolition Plan;
- (5) Site Plan;
- (6) Site Grading Plan;
- (7) SWM / Wetland Pre-Treatment Plan;
- (8) Landscape Planting Plan;
- (9) Contract Documents.

It is anticipated by the Borough of Lewisburg that the total project costs (including all professional services and permit fees) will be \$350,000 to \$500,000. The selected engineering firm is required to design a project in budget. The project budget will be further developed with the selected firm.

### **PROJECT DESIGN**

The selected firm shall prepare all necessary design plans, drawings and specifications for the construction of the improvements as scoped. Drawings shall conform with standard professional practice and consist of all engineering drawings (including profiles and sections), plot and site plans, and all documentation necessary to illustrate the scope of the work. Working drawings shall be prepared for structural, hydraulic, and all branches of the construction work, as determined necessary by the selected firm.

The firm shall investigate existing systems affected by the proposed project, identifying options, and advising the Borough with the most appropriate method of modifying the systems. Plans and specifications shall be developed in such a manner to remove and/or add segments as costs and budgets are of great importance.

All permits, plans, or surveys which are necessary to define the scope of the work of the project shall be the responsibility of the firm. The proposal shall include a list of permits necessary to undertake the work and identify anticipated permit fees that shall be reimbursable by the Borough. DCNR may require surveys as part of their grant conditions and the selected firm should plan to provide those services to meet the requirements of DCNR.

Much of the project area and scope of work will occur in deed restricted areas from FEMA/PEMA buyouts. The selected firm must receive design approval from FEMA/PEMA prior to finalizing design.

Assistance from the firm may be necessary for the owner to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include at least four (4) design phase meetings at which the firm is required to be

in attendance. These meetings shall be conducted during the design and construction specifications phase at the convenience of the Borough, and shall include at a minimum the following:

- A kick-off meeting;
- Two development meetings;
- A meeting to present the final design to Borough Council and request approval to advertise.

The Borough may request, and the firm may suggest, additional meetings beyond those listed above. Accordingly, proposers should indicate their intention to do so in the narrative of their proposal and include those additional meetings in the proposed cost. Any cost associated with additional meetings required by the Borough shall be included on the standard Professional Services Estimate form.

A project design schedule must be included as part of this proposal, indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Borough Council. It is the intention of the Borough to advertise for construction bids as soon as possible. It is understood that changes in the project scope or nature may affect this schedule.

Upon completion of the preliminary design, and again when requesting approval of the final design, the firm shall prepare and provide the Borough an opinion of probable construction costs, either as a lump sum or utilizing the itemized bid schedule if a line item construction bid is proposed.

### **PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The firm shall prepare all construction contract documents, including but not limited to, bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The firm shall be responsible for coordinating the bidding process, including distributing of bid documents to interested contractors, preparing and providing to the Borough the required advertisements, and management of any required deposits or payments. Costs for this portion of the work shall be borne by the firm as part of the project costs except for the actual costs for legal advertisements which will be the responsibility of the Borough. Insofar as DCNR monies are being used in the project, forms and procedures meeting the requirements of the Pennsylvania Department of Conservation and Natural Resources shall be used in the contracting documents.

In addition, the firm will assist the Borough's solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The firm is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

## **CONSTRUCTION SUPERVISION**

The firm is expected to furnish customary engineering and /or planning advice and assistance as necessary to enable the Borough to readily understand the project. The firm shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the Borough informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The firm shall serve as the Borough's representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The firm will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The firm, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The firm will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the firm will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to the Borough.

These services, to be provided by the engineering firm, do not infer resident inspection services. The engineer is expected to visit the project site during construction, not less than once every two weeks. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the engineer shall indicate with what frequency field visits will be provided. As a part of this proposal, it is the Professional's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

## **ADDITIONAL SERVICES OF PROFESSIONAL**

Where participating state and/or federal agencies require reports relating to construction, the engineering firm shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

## **TERMS OF PAYMENT**

The selected engineering firm will be required to enter into a written Professional Services Agreement with Lewisburg Borough, which will incorporate the information contained in this Request for Proposals. The Professional will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Professional on a monthly basis in accordance with the Borough's standard bill payment procedure.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts.

## **PROPOSAL SUBMISSION AND EVALUATION**

Three (3) copies of the proposal must be submitted to:

William Lowthert, Borough Manager  
Lewisburg Borough  
55 South Fifth Street  
Lewisburg, PA 17837

Proposals must be received no later than 2:00 pm on May 25, 2018. **Proposals that are faxed or e-mailed to Lewisburg Borough cannot be accepted.**

Proposals will be reviewed and evaluated by Lewisburg Borough. The evaluation will include the following areas of importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.

**Note:** Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, Lewisburg Borough will not publish proposal cost summaries. Proposers are, however, invited to attend the proposal opening.

## **REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Professional Services Estimate Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar professional services have been performed during the past five years. These projects should be similar in design and scope. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

The Borough of Lewisburg reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**PROFESSIONAL SERVICES PROPOSAL FOR THE FLOODPLAIN  
RESTORATION/NATURE PLAY AREA PROJECT, LEWISBURG BOROUGH**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Indicate estimated project duration and  
frequency of construction site visits below.

\_\_\_\_\_  
\_\_\_\_\_

Total Lump Sum Price: \$ \_\_\_\_\_

**Additional Meetings:**

Lump sum cost for additional meetings,  
if requested by Lewisburg Borough. \$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional  
Engineer/Architect/Planner in the Commonwealth of Pennsylvania and an authorized  
representative of the above-indicated firm, have reviewed and understand Lewisburg  
Borough's Request for Proposals, and I/we am/are prepared to provide the required  
services for the above costs.

\_\_\_\_\_

(SEAL or NOTARY)

ATTACH A MINIMUM OF TWO PROJECT REFERENCES, SIMILAR IN DESIGN AND  
SCOPE.

ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.



