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An agency of the Centre Region Council of Governments.

*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton.*

9 Dec 2014

**REQUEST FOR PROPOSALS – CONSULTANT SERVICES**

(Civil Engineering / Traffic Engineering)

**for the widening and reprofiling of the**

**Entrance Driveway to the John Hess Softball Field Complex**

at 1707 Shingletown Road, State College, PA 16801 (*off PA Rt. 45 in Harris Twp.*)

The Centre Region Parks & Recreation Authority Board seeks proposals from qualified consulting firms to improve the driveway entrance serving the Hess Softball Field Complex, based upon the selected option in the May 2014 Feasibility Study. Consultant services are requested for the PHASE 2 tasks (listed below) to widen and reprofile the existing driveway. The parcel is owned by the Centre Region COG and leased to the Authority to develop and operate.

Written proposals must be submitted electronically to CRPR Director Ronald J. Woodhead [rwoodhead@crcog.net](mailto:rwoodhead@crcog.net) by **10:00 AM on Monday, 5 Jan 2015.**

**OVERVIEW**

The purpose of this project is to:

- prepare final design plans,
- obtain a PennDOT Highway Occupancy Permit (HOP),
- assist in the construction bid process, and
- manage the construction activities

associated with widening and reprofiling of the existing driveway entrance serving the Hess Softball Field Complex with construction activities to be completed by 8 May 2015. Due to softball tournament and league schedules, special provisions for full access will be necessary if the construction phase extends beyond 8 May 2015.

This project has advanced in two phases:

**Phase 1 (completed May 2014):**

Preparation and evaluation of design options and cost estimates.

**The report is available [HERE \(6 MB PDF\)](#).**

The construction option selected and funded (for Spring 2015 construction) by the participating municipalities was to widen and reprofile the existing driveway.

**PHASE 2 (current):**

**A. Design Services:** Finalize the design in consultation with Authority and municipal staff to meet applicable PennDOT standards. Prepare the appropriate drawings and related documentation.

**B. Permit & Planning Services:** Prepare and submit an application for a PennDOT Highway Occupancy Permit (HOP) for the improved driveway entrance, attend meetings needed to secure the HOP and preparation of all associated information.

**C. Bid & Construction Services:** Prepare the construction specifications and bid documents for the permitted design; assist Authority staff with the bid process; manage/monitor the project construction phase; close-out the PennDOT permit process. Confirm the contractor's provisions for appropriate driver safety measures during construction.

**Construction Schedule:** The construction phase of this project should be fully complete by 8 May 2015 to permit regular softball uses to proceed. While provisions for limited access by park visitors and staff must be provided during April, periodic driveway closures for construction during the workday are permitted during that time. Due to softball tournament and league schedules, special provisions for full access will be necessary if the construction phase extends beyond 8 May 2015.

**SCOPE OF WORK / SERVICES TO BE PROVIDED BY THE CONSULTANT**

The scope of work in each proposal must include all key engineering and consulting tasks and fees required to complete the construction project within the schedule and within the approved budget.

1. Initial and follow-up visits to the site with CRPR staff to review existing conditions and to implement the selected option detailed in the May 2014 Feasibility Report. No HOP exists for the existing driveway to the Hess Softball Field Complex, which was constructed in the 1970's.
2. Coordinate discussions with (1) PennDOT, (2) the Harris Twp. Engineer and (3) CRPR staff regarding the driveway widening / reprofiling. Prepare all documents necessary to obtain an HOP from PennDOT. Please note that the driveway passes over a Water Authority r/w which parallels Rt. 45.
3. Prepare all specification and bid documents (the quote must include securing of any land survey data necessary) to meet the applicable requirements of PennDOT, the Harris Twp. Engineer, utilities and the Authority. It is expected that the construction bidding process will be conducted on-line using [www.PennBid.net](http://www.PennBid.net). The consulting firm should therefore be a registered user of that site. Prevailing wage rates will apply to the construction project.
4. Work with Authority staff to manage the process of reviewing construction bids and awarding a contract.
5. Administer and oversee the construction phase of the project, including bonding, work inspections, job meeting minutes, etc.

6. Attend up to four Authority Board meetings as needed and as scheduled to provide updates and to facilitate their authorization of the construction contract.

### APPROVED PROJECT BUDGET

Based upon the Feasibility Study, the five COG municipalities have approved the following not-to-exceed budget for this project:

Construction Subtotal	\$71,400
Right of Ways	\$0
Construction Contingency	\$8,000
Consulting & Engineering Fees	\$23,500
Construction Inspection Services	\$7,100
<b>TOTAL PROJECT (NTE)</b>	<b>\$110,000</b>

Prior to submitting a proposal, prospective consultants should review the following background information:

- Attachments #1 and #2 (photos and map).
- The Hess Driveway Feasibility Report (May 2014) is posted [HERE \(6 MB PDF\)](#).
- Boundary retracement / topographic survey plan dated 27 July 2010 by Mease Associates. The survey is posted [HERE \(2 MB PDF\)](#).
- Visitor/event statistics for the Hess Complex, along with the two approved Master Site Plans which outline future development plans as posted [HERE](#).

### SCHEDULE

Following engagement by action of the Authority Board at their January 2015 meetings, the design and HOP application process should begin. The bidding process should be scheduled to permit the Authority Board to award the construction contract either on 12 March or 19 March 2015. The construction phase should be fully complete by 8 May 2015. Due to softball tournament and league schedules, special provisions for full access will be necessary if the construction phase extends beyond 8 May 2015.

### PROPOSALS (in digital format) SHOULD INCLUDE:

- Transmittal letter (one page maximum) identifying the Project Manager who will serve as the key point of contact with the Authority, including the Project Manager’s mailing address, telephone number and email address.
- Organization chart identifying the Project Manager and key personnel who will be responsible for completing the tasks in the scope of work. (one page maximum)
- Qualifications of the key personnel assigned to complete tasks in the scope of work. Include one page maximum per person that includes training and experience with similar project, including experience with the PennDOT ePermit System (EPS).
- Detailed scope of work and schedule for completion of the project to include all tasks listed here.
- **A (Lump Sum, Not-to-Exceed) Quotation for this project.** The cost for each major task group must include the estimated number of hours and the defined fees for the project. The total estimated cost of any and all planned reimbursable expenses, including PennDOT fees, must be detailed in the proposal. TERMS: Monthly invoices to match the work performed, net 30 days.

## GENERAL INFORMATION

- This is a municipal project; there are no federal or state funds involved with this project. The consultant will be engaged by CRPR Authority Board, and their selection will be based on qualifications, prior work experiences and costs.
- Proposals should be submitted electronically by **10:00 AM on Monday, 5 Jan 2015**.
- Questions should be submitted prior to 17 Dec 2014 and by directed to:

Ronald J. Woodhead, Director

Centre Region Parks and Recreation Authority

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State College PA 16801

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[rwoodhead@crcog.net](mailto:rwoodhead@crcog.net)









