

RESOLUTION NO. 17-2014

WHEREAS, the Council of the City of Reading desires to adopt the attached Policy and Procedure for Consultant Selection for the River Road Extension Project.

WHEREAS, these procedures shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering agreements in order to receive Federal design funding for projects over \$100,000.00.

WHEREAS, upon being notified of the need to initiate engineering services on a project, the City Engineer shall analyze the City resources to determine if the services of a consulting firm are necessary.

WHEREAS, a detailed scope of work, describing the project, its location, and services required, will be prepared, and a request for letters of interest from consulting firms interested in performing the required engineering services will be advertised in newspapers of local daily circulation.

WHEREAS, PennDOT has prepared a consultant selection procedure that has been approved by the Federal Highway Administration.

NOW THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of the City of Reading, pursuant to the laws of Pennsylvania, hereby to adopt this resolution signifying their intent to adopt the attached Policy and Procedures for Consultant Selection for the River Road Extension Project.

ADOPTED THIS 10 DAY OF Jul 2014

CITY OF READING



FRANCIS ACOSTA, COUNCIL PRESIDENT

ATTEST:


LINDA A. KELLEHER, CITY CLERK

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original resolution passed by the Council of Reading, on the 10 day of Jul A. D. 2014 said City this 11 day of Jul 2014.

CITY CLERK

**POLICY AND PROCEDURE FOR
CONSULTANT SELECTION
RIVER ROAD EXTENSION PROJECT**

The following procedures have been adopted by the City of Reading as authorized by action of the Council on _____ . These procedures shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering agreements.

Upon being notified of the need to initiate engineering services on a project, the City Engineer shall analyze the City forces to determine if the services of a consulting firm are necessary. The analysis regarding the need to engage consultants will be documented in the project file.

A detailed scope of work, describing the project, its location, and services required, will be prepared.

A DBE Goal Request will be submitted to PennDOT's Consultant Agreement Section.

The request for letters of interest from consulting firms interested in performing the required engineering services must appear in at least two newspapers, of wide local circulation, for one advertisement cycle. Municipality may substitute for one of these advertisements by forwarding their advertisement information to either:

Paper Copy

Electronically

American Council of Engineering Companies of PA or <http://www.acecpa.org/>

The advertisement will include the following information:

- a) Location and brief description of the required engineering services.
- b) Indication of the method of procurement as competitive negotiations;
- c) A statement that the City of Reading encourages responses from small firms, minority firms, and firms who have not previously performed work for the City of Reading.
- d) The Disadvantage Business Enterprise Goal, if any. Or nondiscrimination provisions to encourage the prime to notify DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
- e) A statement that indicates whether the modified or standard selection method will be used.
- f) A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.
- g) A request for special requirements U.S. General Services Administration (GSA) Form 330.
- h) Contact information for project discussions.

Cut-off time for response to the advertisement (minimum of two weeks).

Three consultants will be selected from those consultants who submit letters of interest. A qualification selection committee, consisting of a minimum of three people:

- a. Purchasing Coordinator or designee,
- b. City Engineer or designee,
- c. Grants Coordinator or designee and
- d. Utilities Engineer or designee,

Shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendation.

**POLICY AND PROCEDURE FOR
CONSULTANT SELECTION**

For selecting a consultant to perform bridge inspection, construction inspection agreements, or non-complex or selected moderately complex projects as defined in DM1, or for selecting a consultant as a Municipal Engineer a modified process may be used, and a ranking will be determined based on a review of the statements of interest.

For all other Agreements the normal selection method will be used. The City Engineer shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (hereinafter called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Publication 442 will be supplied to the consultants with the understanding that the specifications will be made a part of the contract. The City's limitations of profit, wages, etc., will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

The Municipality shall conduct discussions with the firms to consider anticipated concepts and compare alternative methods for furnishing services.

For both modified and standard methods of selection, the City Engineer shall review the recommendation of the qualification committee and rank, in order of preference, the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipality's recommended ranking.

The municipality will request a price proposal from the approved first ranked consultant and submit the appropriate number of copies to the Department.

The Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement agreement have been fully executed, and notification of this fact has been received by the City of Reading.

The Managing Director will designate a person to perform liaison activities between City of Reading, the Department, and the consultant.

POLICY AND PROCEDURE FOR CONSULTANT SELECTION

The City of Reading will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing the federal funds to the City. The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, monthly (or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the City Engineer, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of the services and payment of the final invoice, a joint review will be made by the Department and the City to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

The City's designated liaison person will complete copies of the Form D-429, "Past Performance Report for Consultant Engineers", see Appendix 7H or Form D-429 CI, "Past Performance Report for Consultant Engineers Construction Inspection", see Appendix 7I.

It is understood and made part of these procedures that the employees of the City will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the City, by order of the Managing Director.