

**REQUEST FOR PROPOSAL
ENGINEERING SERVICES
FOR THE
CITY OF WILLIAMSPORT**

March 25, 2024

Proposals Solicited by:

City of Williamsport 1550 West Third Street Williamsport, PA 17701

(570) 326-4684

Summary

The City of Williamsport seeks statements of qualifications from experienced architectural and engineering consultants and design-build firms to provide professional services related to designing the improvements to Shaw Park. The city has applied for and received DCNR grant funds and Lycoming County ARPA funds for design and construction. **This project will include:**

1. Mountain bike skills park including the following features:
 - a. Organized network of multiple or alternate lines/trails
 - b. Integrated trail features that progress in difficulty from beginner to expert features that should be considered depending on feasibility include, but are not limited to:
 - i. Single track trail;
 - ii. Skills features (rock garden);
 - iii. Paved pumptrack; and
 - iv. Jump line.
2. Drainage/stormwater management
3. Walking paths
4. ADA parking spaces
5. Fencing

It is the expectation that there will be 6 required in-person meetings as part of this project:

- a. A kickoff meeting with City officials and partners;
- b. A meeting with prospective users of this park;
- c. A meeting to present the preliminary concept with all relevant parties;
- d. A meeting to present the final concept with all relevant parties;
- e. A pre-bid meeting;
- f. A pre-construction meeting; and
- g. All other meetings for coordination purposes can be held virtually.

The City's goals are to improve this public recreational space (Shaw Park) in an ADA accessible, modern, inclusive, efficient, cost-effective, and historically appropriate facility that can meet municipal needs now and into the future. is critically important.

The project options include rehabilitating the current underutilized Shaw Park, constructing a new facility, and renovating an existing building downtown. Extensive expertise in ADA compliance, municipal projects, and public park projects is critically important.

The selected consultant/firm will work closely with the Mayor, City Council, and City staff throughout the project, including conducting assessments, developing budget estimates, and making recommendations. Statements of qualification should demonstrate the respondent's history of successfully managing all facets of projects with similar scope and complexity.

Client Overview

The City of Williamsport, founded in 1769, is the largest city in Lycoming County in north central Pennsylvania. With a population around 28,000, it is the cultural hub for the region.

Nicknamed "The Lumber Capital of the World," Williamsport became a thriving timber and logging center in the 19th and early 20th centuries due to its proximity to extensive hardwood forests. The timber industry spurred rapid growth, making Williamsport one of the most prosperous cities in Pennsylvania during this era.

Many historic Victorian homes, churches, commercial blocks, and civic structures still reflect this period of affluence. Maintaining Williamsport's historic character and revitalizing its downtown remain priorities for current city leaders and residents.

However, the currently vacated City Hall at 245 W. 4th Street has not been updated in decades, and due to its construction in 1896 has numerous ADA and structural challenges deemed costly.

After careful evaluation and exploration of liquidating the facility by the City Administration, City Council decided that more information was needed to adequately understand if investing in substantial renovations to bring the existing antiquated building up to modern code requirements and accessibility standards would be neither practical nor cost-effective compared to exploring an alternative option.

City Council is seeking an experienced consultant or firm to fully evaluate all options and identify the optimal path forward to develop long-term improvements to the City's Shaw Park, befitting Williamsport's history while serving the needs of today's residents.

Project Scope

The selected consultant/firm will work closely with the Mayor, City Council, City Engineer and staff throughout the project. Tasks would be as follows:

1. Attend a start-up meeting with City staff and partners
2. Perform site topographic survey
3. Conduct a meeting with users, the public and the Commission to:
 - a. Solicit input on user needs and expectations of the entire project area inclusive of the bike park, walkways, ADA parking, fencing;
 - b. Confirm park development objectives;
 - c. Define the vision for development and operation of the mountain bike skills park;
 - d. Establish the skill levels that the mountain bike skills park will serve; and
 - e. Identify features and structures appropriate for the mountain bike skills park.
4. Based on the direction provided at the above meeting, prepare a concept plan for development of the mountain bike skills park that illustrates the design approach and the features, structures, facilities and infrastructure proposed for the mountain bike skills park. In addition, prepare a draft:
 - a. Estimated quantities for equipment and materials);
 - b. Strategy for risk mitigation and user safety;
 - c. Cost estimate; and
 - d. Project schedule.
5. Meet with City staff and partners to review and discuss the concept engineering plans, cost estimates and project schedule. Receive the City's list of labor, equipment and materials that may be donated or volunteered for construction of the project.
6. Make changes as required and finalize and submit the concept plan, cost estimate, project schedule to City staff.
7. Prepare detailed construction drawings, contracts, bonds and bid forms and specifications. Specify final quantity estimates for construction materials. Ensure that all aspects of the design are in accordance with the following standards where applicable:
 - a. City of Williamsport bylaws
 - b. Any other standards that may be necessary to ensure the safety and integrity of the project and the people constructing or using the project.
8. Assist in the construction bid process. Prepare clarification to contractor questions, and assist in the preparation of contract award.
9. Perform construction management and inspection duties to ensure that the selected contractor is constructing park features as specified.

Qualifications of Respondents

Respondents should provide the following in their statement of qualifications:

- Overview of lead firm's history, experience, and specific expertise with civic public park projects. Highlight public park renovation capabilities.
- Examples of 3-5 past projects that demonstrate expertise across the spectrum of services outlined herein, especially conducting assessments, and making pivotal recommendations to shape major building decisions. Provide reference contact information.
- Resumes of principal, project manager, and key personnel who would be directly involved, highlighting relevant experience. Emphasize public/government, municipal, and park projects.
- Proof of valid professional licensure/registration in Pennsylvania for involved disciplines.
- Description of expertise in current accessibility regulations and ADA compliance. Provide examples of past projects improved for ADA accessibility, especially public parks.
- List of 5-10 client references from similar civic facility projects, including client name, project, contract value, and reference contact information (phone/email). References from past municipal clients are especially desirable.

Timeline and Fee Proposal

The City plans to select a qualified consultant or firm by May 10, 2024 after thorough proposal evaluation and possible interviewing shortlisted firms.

Respondents should include their estimated timeline for completing the assessment and recommendations if engaged. The City desires design and bidding completion within a 3 month timeframe and construction to occur in 2024, with flexibility extended if justified.

Specify proposed pricing approach:

- Lump sum fee for assessment and recommendations. Break down by task and hours if possible.
- Hourly rates table for all involved personnel and disciplines for non-scope/change order work.
- Note any additional reimbursable expenses that would be billed (e.g mileage, reproduction, travel).

The City welcomes alternative pricing proposals if they are deemed to provide the best value to the City. Compensation will be subject to negotiation with the selected consultant/firm.

Evaluation Criteria

Respondents will be assessed on the following criteria. The relative weighting is indicated in parentheses:

(35%) Relevant Experience and Qualifications

- Demonstrated expertise, experience, and success with similar civic public park projects. Emphasis placed on public/government, municipal, and accessibility projects.

(25%) Team and Personnel Qualifications

- Strength of key staff assembled for this engagement across all needed disciplines. Stability and continuity of team.

(15%) Project Approach and Understanding

- Thoughtful approach to scope of work that incorporates best practices while understanding the City's needs, challenges, and goals.

(15%) References and Examples

- Feedback from past clients on ability to manage complex projects, communicate effectively, and deliver high quality results.

(10%) Cost

- Cost will be evaluated in terms of value provided to the City, considering the quality of service and professional expertise of the Respondent. It remains one of the several important criteria in evaluating proposals.

Proposals shall be held open for 60 days. While the City anticipates awarding a contract, it reserves the right to reject any or all proposals if it is in the best interest of the City to do so. The City also reserves the right to split the project into multiple awards, or to decline awarding any contract whatsoever.

The City of Williamsport thanks all Respondents in advance for proposals and looks forward to selecting the most qualified firm to partner on this important civic campus project. Proposals shall be submitted electronically via email by 3:00pm, April 22, 2024. Please submit all proposals to and direct any questions regarding this RFP to:

Bill Scott, P.E., City Engineer
City of Williamsport
bscott@cityofwilliamsport.org