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## **REQUEST FOR QUALIFICATIONS**

### **DOWNTOWN MONACA GATEWAY TRANSPORTATION PROJECT**

**ISSUED DATE: October 3, 2016**

#### **Project Description**

The Borough of Monaca, PA seeks to move forward on its initiative to transform the unsafe and poorly functioning Pennsylvania Avenue corridor (State Route PA18/PA51), the main street through the community and a central route for manufacturing commerce, into a complete street that fosters economic commerce within and beyond Monaca. Along with the Pennsylvania Avenue corridor improvement, Monaca seeks to create a key segment of the Ohio River Trail alongside Pennsylvania Avenue and the adjacent Ohio River, for pedestrian/bicycle accessibility and regional recreational development. Together, these components form the “Monaca Gateway” project. The Gateway project is critical as massive industrial development is expected to take place on both sides of the Borough of Monaca, and as the community attempts to foster redevelopment of significant brownfields along its Ohio River waterfront.

#### **Background and Overview**

In 2013, the Ohio River Area-Wide Brownfields Plan (AWP) was completed which presented a vision for redevelopment of numerous brownfields sites in four separate communities along the Ohio River. The area-wide planning process created a comprehensive and cohesive brownfields redevelopment plan for each of the four Ohio River Brownfields Communities (ORBCo), including Monaca Borough which served as the lead community in the regional planning effort. The AWP especially focused on the critical role that the investments in infrastructure improvements play in the redevelopment brownfields and surrounding areas. In the case of Monaca this included the Pennsylvania Avenue Corridor throughout its downtown as well as portions of PA 18 (9<sup>th</sup> Street) and PA 51 (17<sup>th</sup> Street).

In 2015, Monaca received direct technical support from the U.S. Environmental Protection Agency (USEPA) to help advance the implementation action items identified in AWP for Monaca’s brownfields redevelopment area. The Ohio River Brownfields Planning Project - Monaca Transportation Infrastructure Improvements Implementation Strategy – August 2015, document confirms the proposed transportation projects needed to support redevelopment and identifies the Borough’s ongoing activities required to advance key aspects of the transportation infrastructure improvements to fully realize the redevelopment potential identified in the 2013 AWP and today, especially with the significant growth in traffic and development anticipated as a result of the Royal Shell Ethanol Cracker on PA 18 adjacent to the Borough.

#### **DOWNTOWN MONACA GATEWAY TRANSPORTATION PROJECT GOALS**

As a result of the various planning efforts, the Borough anticipates have funds secured to advance priority project identified in The Ohio River Brownfields Planning Project - Monaca Transportation Infrastructure Improvements Implementation Strategy Report. As a the Borough intends to retain a consultant or team of consultants best qualified to provided professional landscape architectural and engineering services need to design, permit and bid transportation improvement projects within the Borough.

The work to be performed by the selected consultant will focus heavily on transportation and stormwater improvements in Monaca’s downtown area and include traffic modeling, utility coordination, streetscape/urban design, green infrastructure/integrated stormwater facilities, and landscape architectural/planting design.

## **Consultant Qualifications**

In response to this RFQ, the consultant or consultant teams will be evaluated on their strengths associated with the following areas:

1. Experience with the streetscape and urban Design
2. Experience working on brownfield remediation, neighborhood revitalization and downtown business district development in communities similar to Monaca, Pennsylvania.
3. A proven track-record of planning for innovative transportation and stormwater infrastructure in complicated urban environments.
4. Experience in coordination streetscape project with the Pennsylvania Department of Transportation and its design standards, permitting and approval processes.
5. Familiarity with state and federal funding sources that can be leveraged for public and private investment.
6. Proven experience in community engagement efforts centered on neighborhood revitalization.
7. Traffic calming.
8. Roundabout design.
9. Utility relocation, replacement and coordination.
10. Permitting and environmental clearance procedures
11. Experience with working through the EPA-DOT-EPA Sustainable Communities programs to manage multiple agency funding requirements and utilize the AWP planning effort to support future funding decisions.
12. Consultants currently providing (or have previously provided) planning or urban design assistance to the Borough of Monaca or the Beaver County Permitted are permitted to respond to this RFQ.

## **Project Schedule and Budget**

The total budget for this project has not be determined to-date. Based on secured funding and other iter-related projects it is anticipate that design and engineering of the first phase of improvements will commence in the Fall of 2016 with construction to occur in late 2017 and 2018, Consultants are advised that they will be required to comply with all applicable federal, state, and local requirements based upon the final funding package for the project.

## **Current Planning**

The documents is referenced repeatedly through this RFQ are available upon request from the Borough.

## **RFQ Submission Requirements and Process**

The Borough of Monaca will accept one RFQ from each prime consultant. Prime consultants may propose subcontractor arrangements with other consulting firms, however, prime consultants may not serve as a subcontractor to another consulting team responding to this RFQ. A consultant not submitting as a prime consultant may be designated as subcontractor for more than one prime consultant.

### ***Proposal Content and Organization***

All proposals must be prepared electronically in Adobe .pdf format with the ability to be legibly printed on

8.5"X11" paper. The RFQ shall include the requested materials below, comply with the requested page limits as one-side pages, and not exceed 5 MB in file size. All submissions should have pages numbered. RFQs deviating from these standards will be rejected.

RFQ Element	Max Pages per section
<p><b>Cover Letter</b> that includes:</p> <ul style="list-style-type: none"> <li>• Prime consultant's legal name and federal ID number</li> <li>• Subcontractor's legal name and federal ID number</li> <li>• Identification of key personnel who will manage the project and who can negotiate and execute the project contract.</li> </ul>	1
<p><b>Consulting Team Profile</b> that includes:</p> <ul style="list-style-type: none"> <li>• Background and description of the consulting team including prime consultant and subcontractors.</li> <li>• Organizational chart showing the staff involved in the project and their respective assignments.</li> <li>• Listing and description of similar projects, in tabular format, that have been completed in the past 5 years by the prime consultant and/or proposed subcontractors. Reference contact information should be provided including names, phone numbers and email addresses.</li> <li>• Reference list that may be contacted by Authority staff for recently completed similar projects.</li> <li>• Biography of project manager</li> </ul>	6

RFQ Element	Pages
<p><b>Project Understanding and Approach</b> that includes:</p> <ul style="list-style-type: none"> <li>• Narrative that includes the consultant’s understanding of the purpose and need for streetscape and transportation projects in downtown Monaca.</li> <li>• Detailed discussion of the items listed in the “Consultant Qualifications” above with elaboration on how the consulting team meets those qualifications and how the team would apply design and engineering processes from those projects to Monaca’s streetscape and transportation improvements.</li> <li>• Available resources and proposed procedures to meet an aggressive timetable to ready projects for bidding and construction.</li> </ul>	6
<p><b>Quality Assurance and Control Plan</b> that includes:</p> <ul style="list-style-type: none"> <li>• Project management and quality assurance plan that highlights the consultant’s approach to managing potential projects, managing costs, and achieving client quality standards. Consultant team should indicate familiarity with contractual and regulatory obligations tied to state and federal transportation funding sources.</li> </ul>	1
<p><b>Additional Attachments</b></p> <ul style="list-style-type: none"> <li>• Project Sheets Highlight Consultant(s) Qualifications – Maximum 10 pages</li> <li>• Professional Staff Resumes – Maximum of 8 resume, 2 page maximum per staff person</li> </ul>	26

### ***Selection Process***

A consultant selection committee is in place and will review the consultant submissions. The committee will evaluate the submissions based upon the experience of the project team and the proposed project understanding and approach. The committee will identify a preferred consultant and the Borough will negotiate a scope of work, price, and associated contract. There may be multiple work orders under the awarded contract, based on available funding, funding and implementation timelines, and the ability to secure future funding.

### ***Submission Procedure***

Applicants must submit one original copy, and an electronic copy to be furnished on a thumb drive by **2:00 PM on November 2, 2016** to the following address:

**Borough of Monaca  
Attn: Downtown Monaca Gateway Project  
928 Pennsylvania Avenue  
Monaca, PA 15061**

Consultants are encouraged to make their submissions prior to the 2:00 PM deadline to avoid last minute technical difficulties that could result in a late submission that is rejected.

## **Questions**

Questions concerning any aspect of this RFQ must be submitted by email to Mario N. Leone Jr., Monaca Borough Manager: ([manager@monacapa.net](mailto:manager@monacapa.net)). Questions must be received by 2:00 PM October 25<sup>th</sup>, 2016. If your company wishes to be copied on all question responses, you must send in a request to be put on our e-mail response list. No phone calls, please.

## **RFQ Disclosures**

The Borough is making this solicitation with the intention to award a contract to undertake streetscape and transportation improvement designs and engineering. Consultants responding to this RFQ are doing so with full disclosure, understanding and acceptance of the following:

- Submissions not conforming to the standards outlined in this RFQ will be rejected.
  - The Borough reserves the right to reject any RFQ in whole or part for any reason.
  - The Borough may change the scope of work or selection process at its discretion at any time.
  - The Borough may cancel or postpone any aspect of this project within the bounds of the Consultant contract.
  - The Borough is not responsible for any costs incurred by Consultants in the preparation, submission, or subsequent discussion of this RFQ.
  - Recommendations made by the steering committee or approvals made by the Borough with respect this Request for Qualifications are final.
  - Following award of the contract by the Borough of Monaca, all RFQ submissions are considered public records that are subject to Pennsylvania's "Right to Know" laws. Materials considered confidential by the Consultant must be clearly identified and include a statement of why said records should not be considered public records.
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