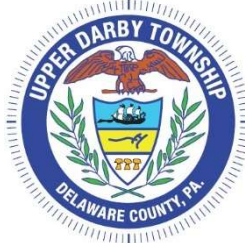


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69TH STREET MULTIMODAL GRANT FROM WALNUT STREET TO MARSHALL ROAD (S.R. 2024)
Upper Darby Township



A. Purpose and Intent

Upper Darby Township in Delaware County, PA is seeking technical proposals from consulting engineering firms for the engineering design, permitting, and associated services as described hereafter to address the deteriorating roadway conditions on 69th Street from Walnut Street to Marshall Road in Upper Darby, PA 19082. The method of procurement will be a qualifications-based selection.

B. Project Background

Upper Darby Township has been awarded a grant from the PennDOT Office of Multimodal Transportation (Multimodal Transportation Fund (MTF)) to undertake necessary improvements for the successful long-term operation of 69th Street and further facilitate safe multimodal transportation along the street. Upper Darby Township will use the funds awarded to completely repair 69th Street from Walnut Street to Marshall Road. Upper Darby took ownership of 69th Street from Market Street to Marshall Road in 1990 as part of the PennDOT Turnback Program. The concrete roadway that spans from Walnut Street to Marshall Road is in need of repairs and is a major traffic safety issue. Due to the deterioration of the concrete the Township was tasked with the choice of reconstructing the concrete roadway or having it resurfaced with asphalt pavement. In 2019, the Township elected to resurface the roadway with asphalt pavement due to the Township's inability to fund the reconstruction of the concrete roadway. Since the repaving effort, 69th Street, a minor arterial roadway and SEPTA Bus Route, has had traffic safety problems. More specifically, the steep roadway grade has caused the asphalt to push longitudinally and create an uneven roadway surface. Cars are forced to travel into the opposite lane of traffic to avoid the failed asphalt. This has greatly increased the potential for traffic conflicts. The Township Solicitor's Office submitted a written request to PennDOT to see if they would accept responsibility for the Turnback Roadway due to the Township's inability to fund the needed improvements that would ensure the long-term safe operation of the roadway. PennDOT declined to take the roadway back but offered an alternative which included the Township applying for a Multimodal Grant. With this grant the Township wishes to perform the needed improvements for the successful long-term operation of the roadway. This includes the complete removal of the asphalt and concrete pavement to construct a new concrete roadway. Additionally, the Township proposes to construct landscape medians to calm traffic and decrease the impacts of stormwater management to the Marshall Road corridor to the South. The project is being funded through three sources, all of which have been secured:

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\$2,274,377 from PennDOT MTF, \$802,820 from the PennDOT Liquid Fuels and \$43,163 from the general funds of Upper Darby Township.

C. Project Overview

Upper Darby Township has been awarded a grant from the PennDOT Office of Multimodal Transportation (Multimodal Transportation Fund (MTF)) to reconstruct a portion of 69th Street from Walnut Street to Marshall Road (S.R. 2024) including installation of a center median island to decrease impervious surface and promote traffic calming; concrete curb bump-outs for ADA accessible sidewalks; new ADA curb ramps at the corner; concrete curb and sidewalk along both sides of the roadway; stormwater management pipes and inlets; rain garden; and other incidental improvements.

D. Scope of Services

Professional engineering services are needed for the design and permitting of the proposed improvements as described in more detail below.

Since the engineering work will be funded by the MTF grant and associated matching funds, the design procedure and deliverables must follow the PennDOT Highway Delivery Process in accordance with PennDOT Pub 9. Additionally, all designs must meet the requirements of the MTF.

Anticipated services include, but are not necessarily limited to, the following:

1. Project Management and Coordination
 - a. Project coordination, monitoring and administration.
 - b. Attend project coordination meetings. Prepare meeting minutes after each meeting and provide to all attendees.
 - c. Conduct at least two public meetings to coordinate impact on the residents and businesses along 69th Street. Assume meetings will be in-person in Upper Darby Township.
 - d. Monitor project schedule and budget.
 - e. Prepare invoices and progress reports.
 - f. Coordinate with Upper Darby Township's Public Works Department and PennDOT's grant monitor as needed.
2. Survey
 - a. Include all major topography and existing conditions within the project limits including but not limited to roadway, walls, existing utilities, and drainage facilities.
 - b. Any core borings and test pits shall also be identified to supplement soil exploration and earthwork testing.
3. Roadway Design
 - a. The roadway plans shall be prepared in accordance with all the formats and procedures outlined in PennDOT Design Manuals. The roadway plans shall include but are not limited to the following:

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- Existing Features Plan
 - Construction Plan
 - Pavement Marking & Signage Plan
 - Grading and Drainage Plans
 - Cross-Sections
 - Profiles
 - Details
 - Landscaping
 - Lighting
 - Erosion and Sedimentation Control Plans, Notes, and Details
 - Maintenance and Protection of Traffic Plans
 - Traffic Signal Permit and Construction Plans
 - b. Any work necessary to secure PennDOT approvals, including but not limited to:
 - Safety Review
 - Drainage Reports
 - Pavement Design
 - ADA Documentation
 - Traffic Signal Design Documentation
4. Right-of-Way Plan Preparation
- a. It is anticipated that multiple construction easements will be required from property owners. Perform associated boundary/right-of-way survey and prepare a legal description and exhibit for the Township's use in obtaining the easements.
5. Erosion and Sediment (E&S) Control
- a. Coordinate the limit of disturbance (LOD) with the Delaware County Conservation District (DCCD).
 - b. If the consultant's design necessitates E&S review and/or NPDES approval by the DCCD, the consultant shall prepare applicable plans, reports, calculations, and any other required documentation to be submitted to DCCD for their review and approval.
 - c. Coordinate with DCCD as necessary.
6. Soils and Geological Investigation
- a. Visual Site Investigation
 - b. Development and Performance of Subsurface Exploration / Boring Program
 - c. Reconnaissance Soils and Geological Engineering Report (RSGER)
7. Environmental Clearance
- a. Completion of PennDOT MTF Environmental Document
8. Bid Phase
- a. Prepare bid documents in accordance with PennDOT, Liquid Fuels, and Upper Darby Township standards.

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- b. Prepare Opinion of Probable Construction Cost prior to requesting bids.
- c. Prepare final set of bid documents incorporating any addenda issued during the bid period.
- d. Obtain applicable Prevailing Wage Rates.
- e. Attend pre-bid meeting.
- f. Provide bidding assistance/clarification; respond to questions from potential bidders.
- g. Review submitted bids and provide recommendations to Upper Darby Township for construction contract award.

9. Utility Coordination

- a. Notify PA One Call System.
- b. Research of utility as-built plans.
- c. Review utility plans vs. field data.
- d. Identify utility conflicts. Assume that no utility relocations will be needed for purposes of this RFP.

10. Construction Observation/Administration

- a. A separate consultant firm will be procured by Upper Darby Township to perform construction inspections and construction administration. However, Upper Darby Township intends to retain the design consultant to assist with responses to requests for information as needed, attend construction progress meetings and prepare as-built plans.

E. Schedule

Upper Darby Township expects to award the design consultant contract in or about September 2025. Design, agency approvals, easements, and bid documents should be completed within 12 months of design contract execution. The intention is to bid the construction contract in late 2026 for construction to start early 2027 with construction completion prior to the end of the 2027 PennDOT paving season.

F. RFP Submission Requirements

The submission shall consist of five hard copies of a technical proposal submitted in a sealed envelope and shall be clearly labeled "69th Street Multimodal Grant from Walnut Street to Marshall Road". Proposals must be delivered by 2:00 PM on August 22, 2025 to:

Joe Martin, Director of Public Works
Upper Darby Township
100 Garrett Road
Upper Darby, PA 19082

The submission shall also include one PDF copy of the submission which can be submitted via email at jmartin@upperdarby.org if under 10 MB or via thumb drive included with the hard copy submission. The PDF submission must also be received no later than the time specified above.

The proposal must include the following information:

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1. Cover letter

Transmittal letter describing your firm/team's interest in providing professional engineering and design services for the project and statement agreeing to the terms and conditions of the RFP. The letter must include the name, title, address, telephone number and email address of the contact person for the proposal and be signed by someone authorized to contractually bind the firm on a contract with the Township. The letter should also identify all materials being submitted in response to the RFP. Additionally, the letter must acknowledge receipt of all addenda, listing the specific addendum number.

2. Table of contents

3. Project understanding and approach

Describe your firm/team's understanding of the scope of services and the approach to completing the necessary tasks. Describe the method for managing overall project costs, schedule, quality assurance/quality control, etc. Identify any assumptions or exceptions to the scope of services. Otherwise, the selected firm/team will be held to the scope of services identified in this RFP.

4. Qualifications and experience

- a. Provide a brief history of the company not to exceed two pages. Indicate the office location that will administer the agreement and perform the work.
- b. Identify key personnel, including any subconsultants or subcontractors, for the project. Provide an Organizational Chart and attach resumes of the key personnel. Provide a brief description of key personnel's expected responsibilities/involvement with the project (i.e., project manager, technical staff, surveying, CAD designer, boring/drilling subcontractor, etc.). Personnel must include registered Professional Engineers and a Professional Land Surveyor licensed in the State of Pennsylvania.
- c. Provide a list of at least three projects performed within the last five years with similar scope of services. Include the following information:
 - Client name, point of contact, address, phone number, email
 - Description and location of project
 - Construction cost and total engineering fee
 - Key personnel involved in the project
- d. List at least three references for which services like this RFP were provided. Indicate name, company title, address, email, and phone number.
- e. Firms with out of state headquarters or corporations not incorporated in Pennsylvania must include a copy of their registration to do business in the Commonwealth as provided by the Department of State.

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- f. The lead firms must have an active business partner ID (BPID) within PennDOT's ECMS prior to the submission of their proposal. The status of the firm/team's BPID must be indicated in the proposal.
 - g. Provide any additional information/qualifications that may set your firm/team apart from other submittals. However, elaborate brochures and voluminous examples are not desired.
5. Project schedule
6. Proof of liability protection, including insurances (errors and omissions, professional liability, and/or professional malpractice). Upon selection, Upper Darby Township shall be named as an additional insured.

G. Evaluation Criteria and Selection Method

The selection will utilize a modified selection process in which the technical proposals are reviewed and ranked as described hereafter. The Township will then commence cost negotiations with the top-ranking firm/team. If cost negotiations with the top-ranking firm/team are unsuccessful, the Township may negotiate with the second-ranked firm. The selection process will conclude with the successful execution of a contract with the selected firm/team.

Upper Darby Township will review the technical proposals based on the following criteria:

	Maximum Score
1. Reputation and experience of the firm/team to successfully provide the services requested in this RFP	30
2. Experience and qualifications of staff assigned to the project with respect to the technical aspects as well as experience with municipal, PennDOT, and Delaware County Conservation District design and permitting, as well as experience with PennDOT's MTF program.	30
3. Responsiveness to the RFP in clearly stating an understanding of the project and proposed approach and schedule to complete the project	30
4. Location of primary office performing work	10
TOTAL	100

Proposals that do not comply with the guidelines stipulated in this RFP will not be considered. Upper Darby Township reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs from the selected proposal.

The Township may request an interview or oral presentation from one or more firms/teams to assist with the selection of firms/teams. The Evaluation Committee will then submit their final rankings.

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The Evaluation Committee will establish a qualification ranking based on the criteria above. The Committee will make a recommendation to the Upper Darby Township Administration and PennDOT. Firms/teams will be notified of the rankings by approximately August 27, 2025.

Upon review and consideration of the Committee recommendation by the Township Administration and PennDOT, the Township will enter cost negotiations with the top-ranking firm.

H. Evaluation Committee

The proposals will be evaluated by a committee of three members comprised of Upper Darby Township staff.

I. Small, Minority, and Disadvantaged Business Enterprises

There is no requirement for small, minority, or disadvantaged business enterprises (DBE), but Upper Darby Township encourages responses from small firms, minority firms, DBE's, and firms that have not previously performed work for the Township. Additionally, the lead firm is encouraged to notify DBE subconsultants of contracting opportunities associated with this RFP and to solicit their participation.

J. General Information

1. Questions or Inquiries

Questions may be submitted by August 15, 2025, and shall be directed at:

Joe Martin, Director of Public Works
jmartin@upperdarby.org
610-734-7635

2. Award

The Township shall have the full authority to award to the firm/team who, in the sole judgment of the Township, best meets the specifications and conditions of this RFP. All proposals shall remain firm for 90 days after the opening of proposals.

3. Rejection of Proposals

The Township reserves the right, at its sole discretion, to reject any or all proposals if deemed to be in the best interest of the Township to do so. The Township may also waive any irregularities, defects, informalities, technical defects, and/or clerical errors, as well as accept any portion or all items in a proposal, if deemed in the best interest of the Township.

4. Revisions to RFP

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In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all firms which received the initial RFP in the form of an addendum. Firms are responsible to confirm receipt of all addenda prior to proposal submittal.

5. Cancellation of RFP

The Township reserves the right, at its sole discretion, to cancel this RFP in whole or in part prior to the execution of a contract.

6. Assignment

The firm shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the Township.

7. Acceptance of Proposal Content

The contents of the proposal of the successful firm will become a part of any agreement because of these specifications.

8. Proposal Changes or Withdrawals

Any proposal may be withdrawn, modified, and/or resubmitted prior to the bid opening date and time by written request, signed in the same manner and by the same person who signed the proposal.

9. Termination of Contract

If through any cause, the firm selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the Township shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least 30 days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

10. Ownership of Material

All documents prepared and submitted pursuant to this RFP, or contract shall be the property of the Township. Any information or documents deemed proprietary shall be so marked at the time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

11. Non-collusion

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The proposer shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.

K. Insurance and Indemnification

1. The consultant shall always maintain and keep in force such insurance as will protect him/her from claims under Worker's Compensation Acts, and also such insurance as will protect him/her and the owner from any such claims for damages for personal injuries, including death, which may arise from operations under this contract, whether such operations be by the consultant or by any subconsultant or subcontractor or anyone directly or indirectly employed by any of them.
2. The consultant shall be required to provide Worker's Compensation / Employer's Liability coverage with limits of insurance not less than:
 - \$500,000 Per Accident
 - \$500,000 Per Illness, Employee
 - \$500,000 Per Illness, Aggregate

The consultant shall be required to provide Umbrella/Excess Liability coverage with limits of insurance not less than:

- \$1,000,000 Each Occurrence
- \$1,000,000 Aggregate

The consultant shall be required to provide Commercial General Liability (CGL) coverage with limits of insurance not less than:

- \$1,000,000 Each Occurrence Limit
- \$1,000,000 Personal & Advertising Injury Limit
- \$2,000,000 Annual Aggregate Limit
- \$2,000,000 Products-Completed Operations Limit
- \$1,000,000 Business Auto Liability Limit (Owned, Hired, & Non-Owned Autos)

The consultant, Upper Darby Township (Owner), and all other parties required of the consultant shall be included as insured on the CGL, using Additional Insured Endorsements providing coverage as broad as the coverage provided for the named insured Subcontractor.

Subconsultants and subcontractors approved in association with the hiring of a consultant shall be required to provide Commercial General Liability (CGL) coverage with limits of insurance in equal amount to those required of the consultant.

3. A copy of the Certificate of Insurance for the lead consultant must accompany each proposal.

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4. The firm shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless Upper Darby Township, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the firm, its officers, agents, employees in the performance of the contracted agreement.