



**REQUEST FOR PROPOSAL (RFP)**

Londonderry Township  
Middletown, PA

**RFP NUMBER**

2025-01

**RFP TITLE**

**Conewago Creek Stream Restoration Project (Phase IV)**

**PURPOSE**

Londonderry Township is requesting proposals from qualified engineering professionals to provide design services for Phase IV of the Conewago Floodplain Restoration Project.

**DEADLINE FOR RFP**

*March 3, 2025*

**SUBMIT RFP TO**

David Blechertas, Township Manager  
Londonderry Township  
783 South Geyers Church Road  
Middletown, PA 17057

**SPECIAL INSTRUCTIONS**

- Label the lower left corner of your sealed submittal package with the RFP number
- Submit one original and (7) copies of the Proposal
- Submit one complete electronic copy in Microsoft Word or PDF format.

**DIRECT ALL INQUIRES IN WRITING BY *February 21, 2025* TO THE ATTENTION OF**

Monique Dykman, MS4 Environmental Specialist  
Phone: (717) 461-0027  
Email: mdykman@londonderrypa.org

DATE RFP ISSUED: January 8, 2025

## 1.0 GENERAL INFORMATION

### *1.1 Introduction:*

Londonderry Township is a Municipal Separate Storm Sewer System (MS4) Permittee located in Dauphin County. As part of its most recent Permit, the Township was required to develop a Pollutant Reduction Plan (PRP) to reduce sediment discharges to the Chesapeake Bay by 10%. Phases 1 through 3 of the Conewago Floodplain Restoration Project (Project) have been completed and the Township has successfully met its 2023 PRP reduction requirements. The Project generated additional credits to be shared with five other municipalities, via the Water Resource Enhancement Program, and to be carried onto future permit terms.

The Township is now looking to complete Phase 4 of the Project in order to meet future pollutant reduction requirements. Future permit reduction requirements have not yet been publicized, however, we hope Phase 4 will continue to maximize MS4 PRP requirements. *Existing Project documents including completed design for Phases 1-3 and preliminary evaluations for Phase 4 are available for review upon request.*

The purpose of this document is to provide interested parties with the information necessary to prepare and submit a proposal for professional engineering services required to complete the Project. The requested services include but are not limited to site surveys and evaluations, design, preparation of bid documents, obtainment of all required permits, bid phase services and construction phase services.

### *1.2 Project Background:*

**Phases 1-3:** Phases 1-3 of the Project restored an approximately one mile stretch of the Conewago Creek starting on Brills Run at Hertzler Road, and on the mainstem, just north of Brills Run. The Project resulted in the removal more than 125,000 cubic yards legacy sediment significantly increasing the Creek's flood capacity, reconnecting groundwater and improving water quality by removing sediment and nutrients. Further, the Project restored wetlands and expanded habitat for wildlife.

In addition to the 15 acres restored during the Project, Londonderry worked with funding partners to install 33 acres of meadow which are currently being maintained as meadows. Walking trails will be added at a later date for community recreation benefits. Once the meadows have established, the Township will consider ending mowing activities to allow for the area to naturalize around the walking trails.

**Phase 4:** As indicated above, the Township now plans complete Phase 4 of the Project. Phase 4 begins at the downstream end of Phase 3 and extends to south the Route 230 bridge. The project aims to restore approximately 850 linear feet on the mainstem of the Conewago and 510 linear feet of the unnamed tributary coming from the Lancaster side. The goal of the project is to further mitigate flooding, reduce sediment and nutrients and return the stream channel to its historic condition by removing legacy sediment,

reestablishing and stabilizing stream bed/banks and reconnecting approximately five acres of flood plain.

The Township has secured funding for Phase 4 in the amount \$1,050,000. Additional funding is not available at this time therefore the chosen Consultant must take into consideration that design, engineering costs and construction bid may not exceed \$200,000 and construction cost may not exceed \$800,000, with an additional \$50,000 for construction phase engineering. Funding for the Project was obtained from SRBC Consumptive Mitigation Use (SRBC CU), National Fish and Wildlife Federation (NFWF) and Commonwealth Financing Authority Local Share Statewide (CFA LSA). Design and bid documents must include the minimum requirements established for each funding source. Deadlines to be aware of: \$180,000 of LSA construction funding must be spent by June 30<sup>th</sup> 2026, \$500,000 construction funds from NFWF must be spent by 12/31/2026, and remaining \$120,000 construction funds from SRBC may be spent until June 2027.

## **2.0 PROPOSED SCHEDULE**

Issue Request for Proposal	<u>January 8, 2025</u>
Proposal Due Date	<u>March 3, 2025</u>
Present Recommendation to Board of Supervisors	<u>March 18, 2025</u>
Anticipated Contract Award	<u>March 19, 2025</u>

## **3.0 SCOPE OF WORK**

Consultant must provide project deliverables and anticipated timelines that describe how the proposal fully implements the restoration project as described above and shown on the “*Phase SWOT Analysis Plan for Conewago Creek Stream Restoration*”. The scope should address all stages of the project including but not limited to the following:

### ***3.1 Survey and Stream Assessment:***

3.1.1 Consultant will complete a stream assessment to document the following:

- Survey and field analysis
- Wetland Delineation Survey
- Environmental Assessment
- All other relevant information.

3.1.2 Consultant will complete survey as necessary to document existing conditions and prepare design documents.

### ***3.2 Design Plans, Specifications and Bid Documents***

3.2.1 Consultant will prepare construction drawings adequate to complete the Project and obtain necessary permits. Plan sheets must include but are not limited to the following:

3.2.1.1 Existing and proposed conditions,

- 3.2.1.2 Plan, profile and cross sections,
- 3.2.1.3 Construction detail sheet,
- 3.2.1.4 Planting schedule,
- 3.2.1.5 Erosion and Sediment Control Plan,
- 3.2.1.6 All items necessary for Permit and Grant compliance.
- 3.2.2 Consultant will prepare Project Specification and Bid Documents. Contract documents must include all necessary provisions to ensure Grant and Permit compliance.
- 3.2.3 Consultant will prepare and submit CLOMR to FEMA prior to the project.

### **3.3 *Permits***

- 3.3.1 Consultant will identify all required Permits. It must be noted that a portion of the Project will be located in PennDot's SR-230 right of way. All required coordination with PennDOT is the responsibility of the successful applicant,
- 3.3.2 Consultant will prepare applications for all required Permits,
- 3.3.3 Consultant will respond to regulatory agency comments as necessary to obtain required Permits.

### **3.4 *Bid Phase Services***

- 3.4.1 Consultant will prepare bid advertisement.
- 3.4.2 Consultant will upload bid documents to PennBid online bid site and manage the site for the duration of the bid process,
- 3.4.3 Consultant will attend a pre-bid meeting,
- 3.4.4 Consultant will prepare responses to questions and requests for information,
- 3.4.5 Consultant will prepare Addendums as needed,
- 3.4.6 Consultant will prepare bid tabulation and make recommendations for bid award.

### **3.5 *Construction***

- 3.5.1 Consultant will coordinate submission of all required contract materials, i.e. insurances, bonding, shop drawings, etc.,
- 3.5.2 Consultant will prepare four sets of conformed project documents,
- 3.5.3 Consultant will review and approve shop drawings,
- 3.5.4 Consultant will respond to and document all requests for information,
- 3.5.5 Consultant will review and make recommendations on Change Orders,
- 3.5.6 Consultant will conduct progress meetings on an agreed upon schedule, including attendance by appropriate staff, preparation of an agenda and preparation of meeting minutes.
- 3.5.7 Consultant will review, make recommendations and process Contractor's requests for progress payments,
- 3.5.8 Consultant will complete construction inspection on an agreed upon schedule,

3.5.9 Consultant will verify completion of all work and resolution to all punch list items and will make a recommendation for final acceptance of work and payment for the Project.

**3.6 Post Construction Requirements**

3.6.1 Successful completion and submission of LOMR to FEMA,

3.6.2 Drafting of Operation, Maintenance and Monitoring plan acceptable for all permits and PRP requirements,

3.6.3 Submission of as-builts to Township in HECRAZ 1D or 2D Format.

**4.0 SPECIAL CONDITIONS**

4.1 Selected consultant must maintain the following types and limits of insurance:

- Workers Compensation with Employers Liability, per PA Statute
- General Liability, \$1,000,000 per occurrence, \$2,000,000 aggregate. Coverage should be Primary and Non-Contributory with a per project Aggregate.
- Auto Liability, \$1,000,000 CSL
- Professional Liability (Errors and Omissions), \$2,000,000 per claim and aggregate

Londonderry Township, its employees and its elected officials shall be named as Additional Insured for ongoing and completed operations on the General Liability. Workers Compensation, Auto Liability and General Liability policies shall include Waiver of Subrogation in favor of Londonderry Township and minimum 30 days Notice of Cancellation.

4.2 Selected consultant must agree to indemnify Londonderry Township, its employees and elected officials from any claim, loss or damage arising from consultant's work unless and until the sole negligence of Londonderry Township, its employees or elected officials is determined to be the cause of such claim, loss or damage.

4.3 Consultant's proposal must provide for at least 2 onsite progress meetings.

4.4 Total Project Costs must not exceed \$1,050,000.

4.5 Londonderry Township reserves the right to award all or any portion of the project to its chosen consultant. Londonderry Township further reserves the right to reject any or all proposals for any reason.

**5.0 PROPOSAL SUBMISSION REQUIREMENTS**

**5.1 Introduction:**

Provide general information about the firm and an overview of the firm's interest in the project.

**5.2 Organization Capabilities:**

Describe the firm's experience and capabilities in providing services similar to those proposed in this RFP.

**5.3 Staff Qualifications:**

Provide a list of project personnel including their proposed role in the project. An organizational chart and resumes detailing the key project personnel's work on related projects is required. Provide staff location where work will be completed.

**5.4 Organizational References:**

Proposers should provide a list of all current and past municipal engineering contracts held by the firm within the past five (5) years.

**5.5 Potential Conflicts:**

Proposers must provide list all current and past private sector clients for which the consultant has provided services in the South-Central PA area within the past five (5) years.

**5.6 Compensation**

The Proposal must contain compensation requirements on a cost plus max basis. Estimated hours and maximum compensation should be provided for each task and subtask. The Proposal must also include a statement of terms that requires payment of invoices no sooner than 45-days of receipt.

**5.7 Insurance**

The firm will submit valid insurance showing the following minimums:

General Liability

Minimum Insurance Requirement:

\$	2,000,000	General Aggregate
\$	2,000,000	Products Completed Aggregate
\$	1,000,000	Per Occurrence
\$	1,000,000	Personal & Advertising Injury
\$	50,000	Fire Damage Legal Liability
\$	5,000	Medical Payments

Certificate of Insurance should contain the following language:

Additional Insured: OWNER, its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis, on the General Liability policy, under the current ISO endorsement CG2010 and CG2037. Waiver of Subrogation shall be included on General Liability in favor of Additional Insured.

#### Automobile

##### Minimum Insurance Requirement:

\$1,000,000 Combined Single Limit of Liability for Owned, Non-Owned & Hired Vehicles

\*\*Coverage must include form CA9948 – Broadened Pollution; Coverage should include CA2305 Mis-Delivery

Certificate of Insurance should contain the following language:

Additional Insured: OWNER, Inc., its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis. Waiver of Subrogation shall be included on Auto Liability in favor of Additional Insured.

#### Workers' Compensation

##### Minimum Insurance Requirement:

\$	500,000	Employer's Liability – Each Accident
\$	500,000	Employer's Liability – Each Employee
\$	500,000	Employer's Liability – Policy Limit

Certificate of Insurance should contain the following language:

Waiver of Subrogation shall be included on Workers Compensation in favor of Additional Insured

#### Follow Form Excess Liability

##### Minimum Insurance Requirement:

\$	1,000,000	Per Occurrence
\$	1,000,000	Aggregate

Additional Insured: OWNER, Inc., its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and

non-contributory basis. Waiver of Subrogation shall be included on Umbrella Liability in favor of Additional Insured.

Certificate Wording

Certificate of Insurance to be signed by an authorized, licensed representative.

All carriers must hold a minimum rating of A- (Excellent), VIII by A.M. Best.

All Additional Insured endorsements must be attached to the Certificate of Insurance.

30 Days' Notice of Cancellation endorsement in favor of OWNER, its subsidiaries, affiliates, partners, agents, employees, and assigns.

#### **5.8 *Indemnification and Hold Harmless***

The contract will include an indemnification and hold harmless agreement whereby the Architectural Firm will agree to indemnify and hold the Township harmless for any damages caused by errors, omissions, negligence, misfeasance, and malfeasance by respondent or its employees.

### **6.0 PREPARING AND SUBMITTING A PROPOSAL**

#### **6.1 *General Instructions:***

The evaluation of a consultant and the contract will be based on the information submitted in the proposal plus references. Failure to submit a response to any of the requirements in the RFP may be the basis for rejecting a proposal.

#### **6.2 *Proprietary Information:***

All proposals received will remain confidential unless determined eligible for review under the Right-to-Know regulations. Copyrighted materials must be clearly marked as such.

#### **6.3 *Incurring Costs:***

The Township will not be liable in any way for the costs incurred by respondents in replying to this RFP or the costs incurred in making a pre-selection presentation to the selection committee.

#### **6.4 *Submittal Instructions:***

All proposals must be received at the Londonderry Township Administration Building by the deadline outlined on the RFP Cover Page. Proposals not received by the deadline may not be accepted. Proposals submitted in response to this RFP will not be returned to the proposers. All proposals must be sealed and show the following information (as outlined on the RFP cover page) on the outside of the package:

- Proposer's name and address
- RFP Title



- RFP Number

**6.5 *Required Copies:***

Proposers are required to submit one (1) original and seven (7) copies of all materials associated with the proposal. One (1) complete electronic copy of all materials must be provided in a word or PDF format.

**6.6 *Interested Applicants Questions/Clarifications***

**Interested applicants should submit questions, points of clarification, and or any other inquires via email to [mdykman@londonderrypa.org](mailto:mdykman@londonderrypa.org) by February 21, 2025.**

**7.0 PROPOSAL SELECTION AND AWARD PROCESS**

**7.1** The Township will select a consultant based on criteria, including but not limited to, the following:

1. The Proposer's approach to complete the project.
2. The Proposer's experiences and qualifications.
3. Reference checks and review of other documents completed by the Township.
4. Cost of the Proposer's services.

**7.2 Right to Reject Proposals and Waive Informalities**

The Township reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal considered most favorable to the Township, and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of the Township. The Township further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of the Township. Acceptance of a proposal will be based on the total package of services offered by the banking institution, not necessarily on the lowest cost.

NOT FOR CONSTRUCTION

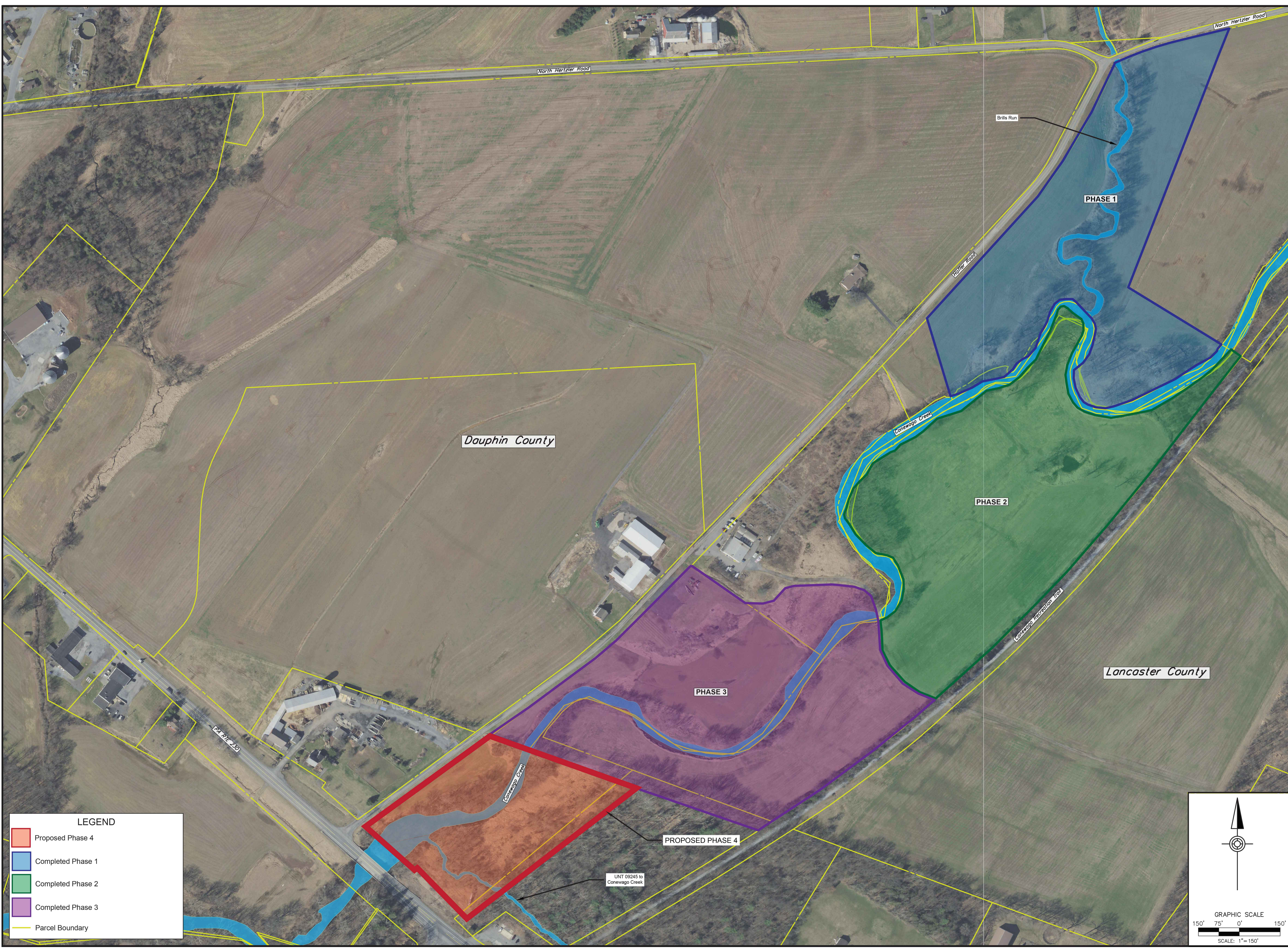
**PHASE SWOT ANALYSIS PLAN**  
 FOR  
**CONEWAGO CREEK STREAM RESTORATION**  
 LONDONDERRY TOWNSHIP  
 783 SOUTH GEYERS CHURCH ROAD  
 MIDDLETOWN, PA 17057  
 LONDONDERRY TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA

PROFESSIONAL SEAL:

HRG PROJECT NUMBER: P001068.0521  
 PLAN DATE: 12.12.2024  
 DRAWING SCALE: 1" = 150'  
 PROJ. MANAGER: SF

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		

SHEET TITLE:  
 SHEET: **MC-101**



**LEGEND**

- Proposed Phase 4
- Completed Phase 1
- Completed Phase 2
- Completed Phase 3
- Parcel Boundary

GRAPHIC SCALE  
 150' 75' 0' 150'  
 SCALE: 1" = 150'