

REQUEST FOR PROPOSAL AND QUALIFICATIONS (RFP) FOR PROFESSIONAL AUTHORITY ENGINEERING SERVICES

Submission Deadline: December 31, 2025 by 1:00PM

I. CONSULTING ENGINEERS REQUEST FOR PROPOSALS AND QUALIFICATIONS

The Municipal Authority of the City of Sunbury is soliciting proposals and qualifications for its Authority Engineer position from those engineers/engineering firms with Pennsylvania Municipal/Authority Engineering experience. These submissions will be open promptly at 1:00pm on December 31, 2025 at 462 S. Fourth Street, Sunbury, PA 17801.

The RFP is available at the Municipal Authority of the City of Sunbury website at www.sunburyma.org or for an electronic version please contact Derrick Backer at dbacker@sunburyma.org

All proposals should be made regarding letterhead stationery. One (1) clearly marked original and seven (4) clearly marked complete copies (including all attachments) of each proposal shall be submitted and delivered to: Derrick Backer, The Municipal Authority of the City of Sunbury, 426 S. 4th Street, Sunbury, PA 17801 prior to 1:00 PM on December 31st, 2025. Envelopes shall be sealed and marked "Proposal and Qualifications for Authority Engineering Services."

The Sunbury Municipal Authority reserves the right to choose the proposal(s) which, in their judgment, is best suited for the intended purposes and reserves the right to reject any and all proposals, with or without cause, and waive any irregularity or informality in the proposals. The Authority reserves the right to resolicit proposals. The Authority may appoint one Authority Engineer and/or other consulting engineers.

II. SCOPE OF SERVICES

The Scope of Services required under this Request for Proposals includes serving as the Authority Engineer providing general and, as assigned, professional engineering services. The selected Professional will also be expected to provide specialized professional services to the Authority on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return telephone calls, texts or emails to the Authority the same day, evening, night and/or over a weekend. The professional is expected to be available to provide advice to the Authority during non-business hours, including the attendance of meetings, when requested. In general, the scope of service also includes, but is not limited to:

1. Review and critique proposals, plans, or designs related to water distribution, wastewater collection and flood protection systems
2. Review and critique water and wastewater treatment operations for effectiveness, efficiency and permit compliance

3. Review and recommend for approval developer's applications for Tapping and Allocation, including calculation of fees due to the Authority
4. Design and engineering services for infrastructure improvements to the water distribution and wastewater collection systems; including electrical engineering as related to operation, control and monitoring of respective systems (e.g., SCADA)
5. Surveying and Construction oversight services and Inspections
6. Hydraulic analyses and modeling of water distribution and wastewater collection networks and/or systems
7. Bid preparation, review and recommendation
8. EPA, DEP and SRBC permitting, compliance and report preparation
9. Support of Authority's operations, programs, and initiatives:
 - a. Water Treatment and Distribution
 - i. Supervisory Control and Data Acquisition (SCADA)
 - ii. Water Loss Evaluation
 - iii. DEP Sample Planning
 - iv. DEP System Evaluations
 - v. System Upgrades
 - b. Wastewater Collection and Conveyance
 - i. Fats, Oils and Grease (FOG) Control
 - ii. High Strength Wastewater Billing
 - iii. Inflow & Infiltration (I&I) Removal

If a consultant intends to subcontract out any part of the work, the consultant shall provide a complete description of the services to be subcontracted, and estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract and a comprehensive description of the qualifications and experience of the proposed subcontractor.

The Authority reserves the right to disapprove any proposed subcontractor while appointing the consultant to the position of Authority Engineer, and to independently appoint one or more consultants to provide services which the appointed Authority Engineer proposes to subcontract.

For projects which are projected to be in excess of \$100,000, the Authority reserves the right to request and obtain competitive proposals and quotes from outside engineering sources.

III. TERM

The appointment for the services shall be subject to renewal as determined by the Authority. The Authority reserves the right to terminate the appointment at any time with 30 days prior written notice. The appointed engineer/firm serves at-will at the direction of the Authority. The Authority anticipates that the appointment will be subject to future requests for proposals approximately every four (4) years, though the Authority may elect not to issue any such request for proposals.

IV. QUALIFICATIONS

The Authority will utilize the following general selection process in determining the most qualified and best consulting engineer.

1. Interested consulting engineers (consultant) will provide written statements of qualification (SOQ's) to the Authority based on the guidelines and information in this RFP.
2. Consultant(s) shall be duly licensed in the Commonwealth of Pennsylvania as a Professional Engineer and otherwise certified/licensed to perform the professional services identified in the RFP.
3. Firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's engineering fee structure, a check of references, etc.
4. The final determination will be made by the Municipal Authority of the City of Sunbury for appointment. The Authority reserves the right to reject any or all proposals, with or without cause, and to waive any defects or irregularities in the best interest of the Authority. The Authority reserves the right to make an appointment in the best interest of the Authority and to appoint the firm that it determines would best serve the Authority's needs, which shall remain within the sole discretion of the Authority.

V. CONTENT

The SOQ must include the following:

A. Cover Letter

All SOQ's must include a cover letter to the attention of Derrick Backer and be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of local partners/principals and the number of the local personnel, address and telephone and fax numbers for the agency and email addresses of the person(s) who are authorized to represent the proposer.

B. Personnel

1. The names of the partners, managers and other key staff persons who will be assigned to the Authority's engagement; and
2. Indicate experience in authority and municipal engineering services; identify the engineer, and his/her background, that would be assigned to the Municipal Authority of the City of Sunbury(if possible).

C. Level of Service

Indicate whether your firm can provide, on a quick response basis, year-round expert professional engineering services to the Authority on typical authority matters.

D. References

List of Pennsylvania authorities or local municipalities where your firm presently serves as authority or municipal engineer and/or provide similar services.

E. Fees

The Authority expects to pay hourly fee(s) for the services provided by the engineering firm, except for attendance at Authority meetings which is further detailed below. All firms must indicate the hourly fee charged for the proposed services by the grade of the employee(s) to

be assigned to the Authority. Proposals should indicate anticipated fee increases for at least four (4) years, though future fee increases shall be subject to approval of the Authority prior to the fees becoming effective.

If the additional services, such as travel, copying, phone calls, email answers or other charges will be billed in addition to the proposed hourly fee, such fee should be indicated within the SOQ.

1. The Authority expects to pay a flat fee per Authority Board or special meeting which an engineer is required to attend. With the development of virtual attendance, we would be open to a mutually acceptable program of virtual/in-person attendance on an as needed basis. Generally, there are (2) monthly public meetings which are held the first and third Tuesdays of each calendar month at 6:00 PM EST.

VI. PROCEDURES FOR EVALUATING PROPOSALS

The Authority shall evaluate the SOQ's based on, but not limited to, the criteria outlined in this document. The Authority may then complete additional evaluations of the consultants such as review the firm's engineering fee schedule, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from interviews and evaluations, the Authority will make a final choice and award the engineering services appointment to the most qualified consultant. A brief description of the primary selection criteria is provided below:

A. Experience and Reputation

Experience and reputation in the general fields of Water, Wastewater, Flood Control, Solid Waste and Recycling Authority Engineering, and consulting and related procedures, including providing engineering advice and assistance, maintaining Authority drawings and records, supervision of various Authority projects and contracts and related services.

1. As a minimum qualification, the Engineer should have experience as a Registered Professional Engineer actively engaged in the authority and public entity engineering services, including significant experience as an Engineer preferably in Authorities of comparable size to the Municipal Authority of the City of Sunbury.
2. The responding professional engineer should be supported by a firm with sufficient professional/support staff to adequately provide services to the Authority.

B. Specific Knowledge

The Authority will give due weight to the familiarity of the responding professional engineer with prior and on-going Authority engineering projects and procedures and the capability and ability of the professional to continue such matters, and the benefits obtained by reason of the continuity in such matters.

C. Proximity of Firm to Sunbury, Pennsylvania

Availability to accommodate the needs of the Authority. As reasonable accessibility is a relevant consideration, the professional engineer/firm should have its office within a reasonable distance to Sunbury, Pennsylvania. The position requires extensive interaction with Authority employees and officials, attendance at various project sites within the service area from time to time. With the development of virtual meetings, we would be open to this meeting format when possible. The responding engineer/firm should provide details of adequate professional/support staff at its office to adequately provide for the Authority's services.

D. References

The Authority will perform reference checks for each candidate. A minimum of two (2) municipal clients in Pennsylvania where similar or related work was performed must be provided. References where the consultant has served as the engineer are required. References should also be able to describe the firm's responsiveness, availability, and ability to complete assignments in a timely and orderly manner.

E. Consultant's Understanding and Approach and Quality of the SOQ

The selection criteria will allow the Authority to award the position on the quality of the SOQ, the consultant's understanding of the Authority's needs and/or any other quality about the consultant's proposal that sets it apart from any others.

F. Conflict of Interest

The successful firm shall not have conflicts of interest with the Authority and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission.

G. Insurance

The selected consultant must maintain insurance coverage in accordance with the following requirements:

- a. Worker's Compensation Insurance – meeting requirements of all applicable laws and jurisdictions. At a minimum, the selected consultant must obtain and keep in effect worker's compensation insurance with statutory benefits and including employers' liability with limits of \$500,000/\$500,000/\$500,000. Waiver of Subrogation in favor of the OWNER required.
- b. Professional Liability Insurance - \$500,000 per claim, \$1,000,000 aggregate
- c. Employer's Liability Insurance - \$1,000,000 Bodily Injury each accident, \$1,000,000 Bodily Injury by disease – policy limit, \$1,000,000 Bodily Injury by disease-each employee
- d. Commercial General Liability Insurance – General Aggregate \$1,000,000
- e. Comprehensive Automobile Liability – Combined Single Limit - \$1,000,000

To the fullest extent permitted by law, the consultant agrees at its own cost to defend, indemnify and hold harmless OWNER and their officers, directors, shareholders, agents, representatives, managers, employees, and affiliates from and against any and all claims, specifically including any workers compensation claim filed by its employee or subcontractor, lawsuits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses and costs arising in whole or in part and in any manner from its acts, omissions, breach or default of in connection with or arising from its work or services or work or

work and services provided by its officers, members, directors, agents, employees and subcontractors provided to OWNER.

The Authority shall be an additional insured on all policies provided hereunder. The additional insured shall be identified as "Authority, its Board of Directors (including the individual members thereof), and their respective managers, representative's advisors, insurers, solicitors, other professional consultants, appointees, employees, agents, independent contractors, predecessors, successors and assigns." The additional insurance provided under this section shall be primary and non-contributory over all other available or applicable Authority policies for claims asserted whether in whole or in part which arise out of, or relate to, the work performed.

VII. QUESTIONS

Direct any questions related to this RFP to Derrick Backer, The Municipal Authority of the City of Sunbury, at dbacker@sunburyma.org or 570-490-8113

