
Request for Proposals

For Professional Engineering Services,
Church Run Flood Mitigation Plan,
City of Titusville, PA

Direct Responses to:

Neil Fratus, City Manager
Attn: Church Run RFP Submission
City of Titusville
107 N Franklin St
Titusville, PA 16354
manager@cityoftitusvillepa.gov

Deadline for Submissions: October 31, 2022 by 4:00 PM

REQUEST FOR PROPOSALS - PROFESSIONAL ENGINEERING SERVICES

Professional Engineering Services for the Church Run Flood Mitigation Plan and Implementation Guidance, City of Titusville, PA

GENERAL DESCRIPTION OF PROPOSED ACTIVITIES

The City of Titusville is seeking proposals from qualified engineering firms to assist with the development of a Flood Mitigation plan for Church Run, a tributary of Oil Creek that runs through the City of Titusville. The City is susceptible to flooding along Church Run due to extreme weather events and/or inadequate conveyance of stormwater. Of particular concern is where Church Run flows through downtown Titusville, and how it empties into Oil Creek. The Church Run Flood Mitigation Plan will identify and remedy losses incurred by flooding events and improve downstream water quality.

Eligible firms will be required to deliver a Church Run Flood Mitigation Plan and Implementation Guidance which includes but is not limited to: mapping and data collection which includes reviewing all previously completed flood mitigation studies for the area; an evaluation and assessment of current flooding impact areas; a city-wide drainage improvement and flood mitigation plan, and; an implementation guide of directives, timelines, and potential funding strategies.

Digital copies of previous studies done for flood mitigation on Church Run can be accessed by filling out the form found at the following link:

<https://forms.monday.com/forms/ac497e6c46c828e09bb9f603924ef336?r=use1>

This plan is being funded by a portion of the City of Titusville's CDBG funding. The City of Titusville is an On Behalf Of (OBO) community of Crawford County for the administration of its Community Development Block Grant Program. Therefore, the selected firm will be expected to coordinate with both the City of Titusville and the Crawford County Planning Office. Firms that can demonstrate experience with flood mitigation planning and projects are encouraged to submit proposals.

TYPE OF SERVICES REQUIRED

The types of services required to complete the City of Titusville Church Run Flood Mitigation Plan will include:

- Investigation of previous plans drafted for flood mitigation within the impacted region, which will be made accessible digitally.
- Evaluation and assessment of flooding and/or erosion of Church Run.
- Prepare conceptual solutions and generate a report documenting the findings.
- Present potential funding mechanisms for the proposed mitigation plan.
- Outline steps necessary for implementation of the proposed mitigation plan so the City will have a guide for implementation.
- Study of the area with data available such as GIS, aerial photography, topography, and hydrology and hydraulics of stormwater.
- Draft Church Run Flood Mitigation Plan.
- Public meetings as necessary, including documentation of public comment.
- Internal meetings as necessary to advise and receive comment on findings from City officials and Council and/or City Departments.
- Revised/final Church Run Flood Mitigation Plan and Implementation Guidance, including funding strategies.

INFORMATION REQUIRED OF EACH SUBMISSION

Each submission shall contain one hard copy and one digital copy of the RFP proposal. **Submissions must be received by Monday, October 31, 2022, by 4:00 PM.** Submissions shall be addressed as follows:

Neil Fratus, City Manager
Attn: Church Run RFP Submission
City of Titusville
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Submissions shall contain responses to the following items:

- The qualifications and experience of the professional personnel to be assigned to the projects.
- A narrative highlighting the anticipated work program and timeline.
- An itemized fixed-price budget.
- Examples of past projects relevant to flood mitigation and/or stormwater management.
- The designated contact person in charge of overseeing day to day project activities.
- The name, title, address, email, and telephone number of individuals with authority to negotiate and bind the proposal contractually, and who may be contacted during the RFQ selection process.

EVALUATION PROCESS

Proposals submitted will be evaluated by a Selection Committee consisting of members appointed by the City Manager, who will review submissions and provide a recommendation to City Council. After a selection of a firm as recommended by the Selection Committee, the City will negotiate pricing and terms for the Agreement with the selected firm. Upon reaching mutually agreeable terms with the selected firm, the Agreement for the selected firm shall be approved by City Council at a regular meeting.

Firms will be evaluated and selected based on qualifications.

Submissions will be reviewed and evaluated in the following areas, listed in order of relative importance from greatest to least with assigned evaluation scoring points:

- Specialized experience of the firm in connection with the type of services to be provided, particularly as they relate to flood mitigation and stormwater management (18 points)
- Technical understanding of the proposed needs of the City, and timeline for completion of planning document (18 points)
- Past record of performance on contracts with clients including quality of work, timeliness, and cost control (18 points)
- Familiarity with state and federal funding sources relative to flood mitigation and stormwater management (12 points)
- The qualifications and experience of the professional personnel to be assigned to the project (12 points)
- Familiarity with local conditions (12 points)
- Demonstration of available staff time given current work load and projected commitments (8 points)
- Identification of designated contact persons as noted above (2 points)

OTHER NOTICES

- The City of Titusville expressly reserves the right to accept or reject any or all proposals with respect to this solicitation.
- Any and all costs associated with, or in the development of a submission are the responsibility of the Consultant, and shall not be chargeable to the City of Titusville or Crawford County under any circumstances.
- All submissions shall become property of the City of Titusville to use or, at the discretion of City Council, returned to the Consultant. Furthermore, all proposals and any associated documents received are considered public information and will be open for inspection to interested parties.
- It is the public policy of Crawford County to promote the opportunity for full participation by minority and women business enterprises (“MBE” and “WBE”) in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development. Crawford County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG funding. Projects funded by the City of Titusville’s CDBG Program are subject to these terms and goals.
- It is the public policy of Crawford County to promote the opportunity for full participation by low- and very low- income persons and to business concerns which provide economic opportunities to low- and very low-income persons in its Community Development Block Grant (CDBG). Crawford County has established Numerical Goals at 25% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers and 5% or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. A Section 3 project is defined as a project that covers housing rehabilitation, housing construction, and other public construction projects assisted under HUD Programs that provide housing and community development financial assistance when the amount of assistance to the project exceeds a threshold of \$200,000. Projects funded by the City of Titusville’s CDBG Program are subjects to these terms and goals.

CONTACT FOR QUESTIONS

Inquiries regarding this Request for Proposals should be submitted to the contact below by **noon on Wednesday October 12, 2022**. Responses to inquiries will be summarized and provided on the City’s webpage (<https://cityoftitusvillepa.gov/>) for all interested parties by close of business on Wednesday October 19, 2022.

Neil Fratus, City Manager
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(814) 827-5300, Ext 314