

REQUEST FOR PROPOSAL CONSULTING STORMWATER ENGINEER

Issued by

Borough of Conshohocken Authority



Date Issued: July 10, 2025

Submittals Due by September 3, 2025

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

EDWARD MONGAN III, OPERATIONS MANAGER

BOROUGH OF CONSHOHOCKEN AUTHORITY

601 EAST ELM STREET, CONSHOHOCKEN, PA. 19428

(610) 828-0979 X100

emongan@conshohockensa.com

REQUEST FOR PROPOSALS (RFP) FOR CONSULTING ENGINEER (Stormwater)

Borough of Conshohocken Authority

1. **PURPOSE AND INTENT** Through this Request for Proposals (RFP), the Borough of Conshohocken Authority (hereinafter the “Authority”) seeks to engage a respondent as Consulting Stormwater Engineer for the Authority commencing January 1, 2026 or upon appointment, whichever is later.

2. **PROPOSAL SUBMISSION** The respondent must submit an original hardcopy proposal, clearly marked as the “ORIGINAL”, five (5) full, complete and exact copies, and an electronic copy of each proposal in a sealed envelope and must be marked as “Authority Consulting Engineer” and addressed to: Edward Mongan, Operations Manager at Borough of Conshohocken Authority. The proposals must be received no later than **September 3, 2025, at 2:00pm**. All documents/information submitted in response to the solicitation shall be available to the general public. The Authority will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Authority reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Authority also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Authority determines that such action is in its best interest. The Authority further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

3. **GENERAL INFORMATION ON THE BOROUGH OF CONSHOHOCKEN AUTHORITY.** The Borough of Conshohocken Authority’s Separate Storm Sewer System is owned and operated by a public body, in our case the Borough of Conshohocken Authority, and includes 12.7 miles of pipe, inlets, 806 basins, 153 manholes, man-made channels, culverts, storm drains, and various other stormwater collection and conveyance facilities.

4. **MINIMUM QUALIFICATIONS AND SCOPE OF SERVICES** The Authority requires the services of a licensed, independent firm or individual (“respondent”) that can provide engineering consultant services on a variety of matters. See Exhibit A for details on needed services.

5. **MANDATORY CONTENTS OF PROPOSAL** In addition to demonstrating an ability to perform all services described in Exhibit A, the respondent must also include and address the following:

- a. Contact Information: Provide the name and address of the respondent; the name, telephone number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional engineer assigned to the Authority.
- b. A three-year rate proposal for the period beginning January 1, 2026 and ending December 31, 2028. The proposal shall include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc. and any other costs that may be applicable.
- c. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
- d. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional engineer responsible for managing all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent. Also provide evidence of all applicable licenses to perform engineering in Pennsylvania.
- e. A description of the respondent's experience in performing services of the type described in the RFP. The respondent shall have at least five (5) years of experience as an independent, Professional Engineer licensed by the commonwealth of Pennsylvania. Specifically, a consulting engineer for a Municipal Stormwater Authority in the state of Pennsylvania. Provide specific examples of work within the scope of services required under this RFP in similar sized municipalities. It is imperative to show experience in similar sized authorities in southwestern Pennsylvania.
- f. A description of the systems that will be established for monthly reporting of the status of assigned tasks, costs billed, and schedule.
- g. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in southeastern Pennsylvania and any familiarity your firm has with the Montgomery County area.
- h. References of similar-sized municipal clients, current clients for whom services have been provided. Provide the contact names, titles and phone numbers.
- i. If the respondent or any principal there in has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary

action over the last ten (10) years, the bidder must provide a description of litigation and/or disciplinary action.

j. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.

k. Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to the engagement.

6. INTERVIEW The Authority Executive and/or the Board of Directors reserve the right to interview any or all the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Authority reserves the right to request clarifying information subsequent to the submission of the proposal.

7. SELECTION PROCESS All proposals will be reviewed by the Authority Executive Director or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the “Minimum Qualifications” and “Mandatory Contents of Proposal” the Authority’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The respondent’s general approach to providing the services required under this RFP.
- b. The respondent’s documentation experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c. The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed, the location of the principal office that will serve the Authority.
- e. Costs and fee schedules.

f. Other criteria as deemed appropriate by the Board of Directors

8. SELECTION AND CONTRACT The Authority will select the respondent deemed most advantageous to the Authority, with price and other factors considered. The resulting contract will include the RFP, and all clarifications and addenda thereto, the selected respondent's proposal, and any changes negotiated by the parties. The Authority shall not be required to appoint the lowest cost respondent.

Please send your submittal to:

Care of: Edward Mongan

400 Fayette Street, Suite 200

Conshohocken, PA. 19428

Exhibit A

The Borough of Conshohocken Authority Consulting Stormwater Engineer Scope of Services

The Borough of Conshohocken Authority is seeking proposals for a professional engineer or firm to provide technical support and expertise for the Authority. The Authority Consulting Stormwater Engineer will work closely with the Authority Executive Director, Operations Manager, Board of Directors, and personnel and coordinate work with the Authority Manager and plant staff. This work is to be performed on an on-call flexible service basis. Engineering services will include, but are not limited to:

- Complete surveying, planning, specification, engineering renderings, costing/estimating for assigned tasks.
 - Provide design engineering.
 - Prepare or modify bid packages for MS4 construction projects, as assigned by the Authority
 - Prepare special studies and reports
 - Assist in the preparation of annual reports and budgets for capital improvement projects planned by the Authority
 - Prepare engineering reviews and approvals for soil and erosion control applications, grading applications, open developer projects, rights of way and easements, environmental and pollution control issues, utility infrastructure, and related tasks deemed necessary to keep the Authority in compliance with our NPDES Permit and local regulatory requirements.
 - Make and maintain all records, reports, and documents in designated areas, track records both in hardcopy and electronically.
 - Present professional recommendations to Authority' Executive Director and Board of Directors.
 - Coordinate with the Authority Operations Manager and plant staff
 - Must be licensed as a Professional Engineer by the Commonwealth of Pennsylvania
- During this agreement, the selected Engineering firm will not be able to consult with private developers on projects within the Authority, except to the extent that the selected Engineering firm has an on-going contractual relationship with a developer at the time of selection.