



**CITY OF YORK
DEPARTMENT OF PUBLIC WORKS**

**101 South George Street,
PO Box 509, York PA 17405
(717) 849-2245 - FAX (717) 845-7457**

*Mayor Michael R. Helfrich
Chaz A. Green, Acting Director*

REQUEST FOR PROPOSALS (RFP)
Capital Needs Assessment Services (CNA)

**FRIDAY, JUNE 29, 2018
4:00 PM**

INTRODUCTION

The City of York's mission is to ensure a safe, clean, healthy, productive city where neighborhoods are revitalized, history is preserved, the natural environment is respected, and where all people can reach their full potential through education, commerce, culture, recreation and wellness. The Department of Public Works is housed under the City of York and it is their mission to provide safe, clean, healthy and productive building, infrastructure, programs and services as efficiently as possible for the people of York City.

DESCRIPTION OF NEED

City of York is seeking proposals from qualified firms with demonstrated professional competence and experience to provide the Comprehensive Capital Needs Assessments (CNA) as specified herein. City of York is desirous of a comprehensive capital needs assessment of 47 buildings, 24 parks, roads, lights, (4) 10-ton dump trucks that results in a report with sufficient detail, supporting information and expert insight to immediately prioritize projects for renovation and replacement. City of York expects that the report will provide an evaluation of the remaining useful life of buildings, major systems, and parks, lighting and landscape. The report will contain recommendations for improvement by property, in order of priority.

SCOPE OF SERVICES

The Capital need assessment will consist of City facilities, Parks, roadways, Storm Sewer Inventory and Sanitary Sewer Assessment for The properties listed below:

Sanitary Sewer Assessment:

Analyze the City of York's sanitary sewer collection and conveyance system to identify deficiencies and develop future upgrade projects. The analysis performed will be a desktop analysis and will consist of a review of previous planning documents, previous collection system condition studies, previous flow metering reports, review of the sewer maintenance activities and analysis of mapped complaints from high flow events which have occurred over the past 10 years. Future upgrade projects resulting from the sanitary sewer collection and conveyance system analysis will be prioritized based on severity. Project costs will be assigned to each project for planning future system upgrades.

Roadway and Storm Sewer Inventory (performed by C.S. Davidson)

Task 1 –Development of Database

1.1 CSD will utilize the City's existing GIS database and other previously completed data collection to provide mapping of the City's streets and storm sewer system. The City's GIS information will be reviewed and utilized to show the entire system's general locations and elemental characteristics. Our proposal assumes this information to be the base for the field work described within this proposal, it is our intention to add all currently available mapping to show the City's infrastructure at a detail appropriate for creating the quantities and graphical representation for the assessment defined in this proposal, but not to improve the GIS mapping to a design level quality.

1.2 Both the City's roadways and storm sewers are currently mapped within C.S. Davidson's cloud-based platform, CSDatum, which the City subscribes to and jointly maintains to plan MS-4 work and roadway maintenance work. CSDatum utilizes shape files to give us the ability to migrate information between this platform, CSDatum, and GIS seamlessly. As part of this proposal, we will also be creating printable presentation quality maps in GIS showing all elements with associated attributes required for reporting the information within the final deliverable document. The same information will also remain available within CSDatum for manipulation and City planning as a dynamic model.

1.3 CSD will meet with City staff to review the mapping and provide opportunity for office revisions prior to beginning a more detailed field inspection of the infrastructure.

Task 2 – Stormwater Data Collection and Processing

2.1 CSD will verify the City's at grade stormwater structures utilizing the existing GIS information and alter the conveyance system mapping appropriately from this surface level field inspection work. Based on current City records and mapping we have identified 2264 existing inlets within the City that would represent the beginning of this investigation. We propose to visually verify the inlets structure type, depth, flow direction, along with the material and size of connecting storm sewer pipes. We will also photograph each structure inventoried. Any structures which cannot be inventoried without assistance for access will be coordinated with the City staff for assistance. The City Staff will provide temporary traffic control and remove inlet grates and/or manhole lids for our staff to access and catalog such structures.

2.2 Following the completion of this initial phase of system's mapping and data collection we will define the additional pipe inspections to be completed and document initially identified inlet repair work to be completed. Cost estimates for the construction related to the inlet repairs identified in this first phase will be completed.

2.3 Estimates to have either City staff or contracted vendors complete televised inspection of the existing below grade piping will be generated and specifications for this work will be provided. A total summary of the below grade storm sewer piping will be provided to include total length of each size piping and approximate current replacement costs associated with this tabulation of data.

Not included in this proposal would be the inspections to allow a compilation of the second phase of required repairs for the underground facilities, as this scope would be established as a part of this initial proposal. All recommended repairs and replacement will be based on physical condition of the existing system rather than evaluation of the lifespan or a judgement of the hydraulic sufficiency of the existing facility to prevent flooding.

2.4 All information collected or generated in Task 2 will be compiled in narrative form with reference to applicable mapping and cost estimates to be included in the final reporting to the City.

Task 3 – Roadway Management plan

Pavement management philosophy includes preservation and maintenance procedures as opposed to the traditional "worst first" philosophy. Spending one dollar on preservation treatments can eliminate or delay the need to spend up to ten times as much on rehabilitation or reconstruction costs. The work with the City to create a long-term plan involves defining the existing conditions of all the roadways within the City, other than ones privately maintained or maintained by PaDOT. This evaluation is proposed to be completed using a consistent set of criteria and then assigning each road segment with a score based on its condition and traffic volume, or classification, within the City's entire network. Such an approach allows a plan to be created to define the roadway maintenance over a long planning period for the entire system, given the budgeted amount each year for such work. Each year's plan is compiled to address a combination of roads with varied condition and detailed recommendations for repair or maintenance and their associated costs. Throughout this analysis an emphasis is placed on the importance of asset management by preserving roadways in good to excellent condition.

3.1 Over the years the City's public works director has authorized an overall street inventory effort, as defined above, every 5-10 years, with the last such effort in 2015. This survey included the collection of overall roadway surface conditions, drainage conditions, and estimated traffic volumes for each City owned route. Surface condition characteristics include: Fatigue (Alligator) Cracking, Longitudinal Cracking, Transverse Cracking, Rutting, and Patching. All this data has been compiled into CSDatum and will be used to develop detailed maintenance plans for each segment of roadway. The City inventory represents over 150 lineal miles of roadway broken into over 3000 individual segments. It is recommended that the segments be redefined into

1,000 larger more realistic project limits (segments) to be grouped together for ease in manipulation and estimation.

3.2 The existing survey data from 2015 will be used to work with the City Public Works staff to individual maintenance plans for each segment of roadway along with the associated cost estimate to allow this work to be completed. This information will then be used to create yearly groupings to produce a ten (10) year maintenance plan along with associated cost estimates for both the 10-year plan and the remaining un-programmed streets. The purpose of this report is to provide the City with a long-range projection on total street maintenance costs, a working maintenance plan from which yearly budgeting can be defined and a list of streets with estimated costs for future planning beyond the reasonable 10-year planning window. Such an approach will assist in proper street maintenance budgeting and utility coordination.

3.3 In addition to the roadway surface management, the intersections that are signalized will need to be inventoried and upgrades or maintenance cost identified. We will work with the City’s traffic consultant, TRG, to compile this information as part of the overall deliverable.

3.4 All information collected or generated in Task 3 will be compiled in narrative form and included in the Final Report prepared for the City.

Facilities Assessment & Inspection:

<i>Address</i>	<i>Description</i>
46-56 West King Street, York, PA 17405	Police Headquarters
43-45 South Duke Street, York, PA 17405	Office
43-45 South Duke Street, York, PA 17405	Office
Continental Square Plaza, York, PA 17401	Electricity Switch Gear
833 East Market Street, York, PA 17403	Goodwill Engine Company
49 South Duke Street, York, PA 17401	Laurel Engine Company
341W. Jackson Street, York, PA 17403	Eagle Fire Company
800 Roosevelt Avenue, York, PA 17404	Lincoln Engine Company
267 West Market Street, York, PA 17401	Vigilant Engine Company
118 N. Broad Street, York, PA 17403	Garage
340 East Walnut Street, York, PA 17403	Salt Dome
125 East College Avenue, York, PA 17403	Recreation Building
1059 Kelly Drive, York, PA 17404	Maintenance Building
301 East Philadelphia Street, York, PA 17403	Recreation Building
Penn & Princess Streets, York, PA 17404	Day Care & Recreation Building
120 South Lehman, York, PA 17403	Recreation Hall
Parkway Blvd. & Pacific Avenue, York, PA 17404	Storage Building
Dentsply & King Park, York, PA 17404	Pumping Station
Pershing Ave. & Philadelphia St., York, PA 17401	Bascule Dame Control House
41 East Market Street, York, PA 17401	Parking Garage
Pennsylvania Avenue, York, PA 17404	Sewerage Pumping Station
1701 Blackbridge Road, York, PA 17402	Sewerage Plant
1701 Blackbridge Road, York, PA 17402	Administration building
1701 Blackbridge Road, York, PA 17402	Train 3 RAS pumping station
1701 Blackbridge Road, York, PA 17402	Filter Building
1701 Blackbridge Road, York, PA 17402	Control building
1701 Blackbridge Road, York, PA 17402	Digester structure
1701 Blackbridge Road, York, PA 17402	Solids handling building
1701 Blackbridge Road, York, PA 17402	Headworks building
1701 Blackbridge Road, York, PA 17402	Maintenance Building
1701 Blackbridge Road, York, PA 17402	Train 1 pumping station
1701 Blackbridge Road, York, PA 17402	Train 2 RAS pumping station

1701 Blackbridge Road , York, PA 17402	Vehicle storage building
1701 Blackbridge Road , York, PA 17402	UV Building
1701 Blackbridge Road, York, PA 17402	Chlorine(Blower) Building
15-33 West Philadelphia St., York, PA 17403	Parking Garage
15 West King Street, York, PA 17401	Parking Garage
1625 Toronita Street, York, PA 17402	Sewer Maintenance Building
1615 Toronita Street - Part of the WWTP Location #35	Truck Garage
Corner of George & Market St., York, PA 17401	WW II Memorial
900 South Vander Avenue, York, PA 17403	Roller Rink
900 South Vander Avenue, York, PA 17403	Sanitation Garage
941 South Vander Avenue, York, PA 17403	Ice Skating Rink
Southeast Corner-West Market Street, York, PA 17401	Outdoor Art- Korean War Memorial
435 W. Philadelphia Street, York, PA 17401	Health Bureau Annex
155 West Market Street, York, PA 17401 E	Lafayette Statue
101 S. George Street, York, PA 17401	Corporate Office / City Hall

Park Assessment

Aries Park	Kiwanis Lake
Albemarle Park	Lincoln Park
Allen Park / Allen Fields	Little Jimmy's Park
Cherry Lane Park	Dr. Martin Luther King Jr. Memorial Park
Farquhar Park	Noonan Fields
Bantz Park	Odeon Field
Foundry Plaza / Codorus Boat Basin	Penn Park
Girard Park	Thackston Park
Heritage Rail Trail County Park	Yorktown Park
Bob Hoffman Sports Complex	Spring Garden Memorial Park
Williams Park	Campus Park
Hudson Park	Westminster Park

OTHER SERVICES WITHIN SCOPE

1. Contractor shall furnish all labor, materials and equipment necessary to conduct the capital needs assessment and comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.
2. Contractor shall provide services that meet or exceed the specifications included herein and, in all cases, meet or exceed the requirements for this type of service. All assessment personnel must be trained, qualified and experienced in the assessment of buildings, major systems and parks, lighting, roads, dump trucks and landscape.
3. Contractor may assume timely and complete access to each property, City of York staff and available documents. City of York will issue to inform of the survey and the date(s) they will be conducted.
4. City of York will provide Contractor with documentation of historical improvements and/or replacements. Contractor will review property records as furnished. In general, information will consist primarily of site plans, historical receipts for repairs and/or improvements and schedule of operating expenses.

5. The Contractor shall utilize available information provided by City of York to make comprehensive assessments at each property, including identifying items whose useful life may have been extended with effective routine maintenance including an estimated annual cost for routine maintenance for these items.
6. The Contractor is required to detail obvious compliance issues discovered during the review based upon either the drawings or the visual survey and include those discrepancies in their report. The Contractor personnel shall refer any immediate repair requests to the Director of Public Works.
7. Contractor is to provide all necessary computers, software, cameras, personnel, uniforms, vehicles, fuels, etc. necessary to conduct and complete the inspections as specified herein. The inspections shall be sufficient to prepare a report that:
 - a. Identifies significant defects, existing or potential deficiencies, deferred maintenance, and physical deficiencies.
 - b. Provides estimated costs to remedy the faults or deficiencies; the Contractor must substantiate the cost estimates provided.
 - c. Provides a replacement schedule to encompass capital needs over the next 20 years with recommended annual funding to be set aside for each property. This schedule should include an estimate of the remaining useful life using Industry Standard Assessment Protocols.
8. The reports for each development shall include digital pictures of deficiencies. The photographs shall at minimum include:
 - a. View of Subject from “curb” Representative elevations Significant or commonly encountered interior and exterior physical deficiencies, roof areas, parking facilities/pavement site amenities and on-site maintenance and storage facilities if applicable
 - b. The final report must include the Contractor’s written opinion of the overall physical and operational condition of the properties and parks and identify the specific physical deficiencies and conditions which will limit the expected useful life of major systems and components and improvements and provide an estimated cost to remedy each deficiency. This report will also provide a recommendation for annual Replacement Reserve Expenditures over the next twenty years, by property.
9. Contractor shall be licensed, if applicable, by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. Copies of the license shall be included with the submission proposal.
10. Contractor agrees to indemnify and hold City of York against all losses and liabilities arising out of or resulting from all injuries or death or damage to property, including theft, because of performance of work or services by the Contractor, its employees or subcontractors. Contractor shall maintain general liability insurance in the amount of \$1,000,000 per occurrence and provide proof of such insurance to the City of York.
11. The Contractor must be prepared to begin the Capital Needs Assessment for York City within two (2) weeks of the date of contract award. Assessments shall be fully completed in a maximum of ninety (90) days. As part of the proposal response, Contractor shall provide a plan with a timeline for completing this project within the proposed time frame. The timeline should include a two-week review of the final draft by City of York.

DELIVERABLES

- Architecture survey to include review of accessibility requirements, stairs/elevator function, roof condition/life expectancy, operation or doors/windows
- Building surveys to document major mechanical, plumbing and electrical equipment and to serve as the basis of the spreadsheet deliverable
- One (1) meeting with City to hear any concerns/comments prior to building surveys
- Basic floor plans developed for code analysis only
- A Microsoft Excel spreadsheet organized with tabs along the bottom of each building surveyed
- Expectations of replacement years along with future costs will be included in the spreadsheet
- Report for each facility organized as follows:
 - General Information
 - Building Code Summary
 - Architectural
 - General Conditions
 - Analysis
 - Recommendations
 - Structural
 - General Conditions
 - Analysis
 - Recommendations
 - Mechanical/Plumbing
 - General Conditions
 - Analysis
 - Recommendations
 - Electrical
 - General Conditions
 - Analysis
 - Recommendations
 - Photos of Existing Conditions
 - Estimate of Probable Costs
 - Priority 1 (0-12 months)
 - Priority 2 (1-5 years)
 - Priority 3 (5+ years)

EVALUATION OF PROPOSALS

Proposals will be evaluated under the following criteria:

Experience (18%)- Provide summary information about your firms experience with conducting Capital Needs Assessments; Describe the firm's involvement in Park Assessments, Sanitary Sewer Assessments, Roadway and Storm Sewer Assessments, and Facility Inspections; Describe the firms experience in working with municipalities; Describe and provide examples and references for the projects completed.

Technical Skills (35%)- Identify and provide resumes for your key personnel who will be working with the City of York on this project. Please provide resumes for at least one of the following personnel: Civil Engineer, Mechanical Engineer, Architect, Surveyor. Please include any additional certifications of key personnel that would be relevant to the City of York's decision making. Describe your methodology and work plan for

conducting the capital needs assessment, including any contingency planning. Include a propose project schedule for completing the assessment of the City's assets.

Cost (35%) - Please provide a proposed fee schedule to accomplish tasks outlined in the scope of work.

Article 136 (12%): Local and Disadvantaged Business Enterprise program- In evaluating bids and proposals, agencies shall award preferences, in the form of points (in the case of proposals) or a percentage reduction in price (in the case of bids) as follows:

- Eight points of a possible 100, eight percent (8%), for local business enterprises.
- Two points of a possible 100, two percent (2%), for businesses located in enterprise zones.
- Four points of a possible 100, four percent (4%), for a small business enterprise as defined herein.
- However, in no event shall any bidder receive greater than twelve points of a possible 100, twelve percent (12%), preference.

PROPOSAL SUBMISSION

Proposals will be received until Friday, June 29, 2018 at 4PM. Any bid received after that time and date will not be opened or considered and will be returned to the bidder.

Questions about the proposal will be answered until Friday, June 22, 2018 at 5PM.

Three (3) paper copies of the proposal and a USB flash drive with a copy of the proposal shall be addressed and delivered in a sealed envelope to:

**Department of Public Works
ATTN: Chaz Green
101 South George Street
PO Box 509
York PA 17401-0509
Email: Cgreen@yorkcity.org**

PUBLIC RECORDS

Architect acknowledges by submitting a proposal that all information may be subject to the Public Records law of Pennsylvania. Submit all questions, inquiries, or requests for clarification about the project in writing to Chaz A. Green, Department of Public Works, 101 South George Street, P.O. Box 509, York PA 17405

CONFLICT OF INTEREST

To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of York. Please outline all conflicts of interest that may exist for your firm in relation to providing these services to the City of York.

GOOD STANDING

Your firm must be following Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status.

NON-DISCRIMINATION CLAUSE

During the term of the developed contract, Contractor agrees as follows:

1.Firm shall not discriminate against any employee, applicant for employment, independent Firm or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

Firm shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age or sex. Such affirmative action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training.

Firm shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2.Firm shall, in advertisement or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age or sex.

3.Firm shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every source of recruitment regularly used by Firm.

4.There shall be no defense to finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Firm had delegated some of its employment practice to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Firm was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5.Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Firm will be unable to meet its obligations under the Contract Compliance Regulations of the Pennsylvania Human Relations Commissions, 16 Pa. Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Firm's noncompliance with the non-discrimination clause of this contract or with any such laws, this contract may after hearing and adjudication, be terminated or suspended, in whole or in part, and Firm may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed, and remedies invoked as provided by the Contract Compliance Regulations.

PROVISIONS CONCERNING THE AMERICANS WITH DISABILITIES ACT

During the term of this contract, the Firm agrees as follows:

1.Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. Section 35.101 et seq., the Firm understands and agrees that no individual with a disability shall, based on the disability, be excluded from participation in this contract or from activities provided for under this

contract. As a condition of accepting and executing this contract, the Firm agrees to comply with the “General Prohibitions Against Discrimination”, 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to the benefits, services, programs and activities provided by the City of York through contracts with outside contractors.

2.The Firm shall be responsible for and agrees to indemnify and hold harmless the City of York from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the City of York because of the Firm’s failure to comply with the provisions of paragraph 1, above.

SMALL DIVERSE BUSINESS PARTICIPATION

The City of York encourages participation by small diverse businesses as prime contractors and encourages all prime contractors to make a significant commitment to use small diverse businesses as subcontractors and suppliers.

A Small Diverse Business is a certified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.

A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Questions regarding this initiative can be directed to:

Michael Doweary
City of York Administrative Offices
101 South George Street, P.O. Box 509
York, PA 17405
Email: Mdoweary@yorkcity.org