

Borough of Lemoyne
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ANNOUNCEMENT
REQUEST FOR PROPOSALS (RFP)
CAPITAL IMPROVEMENT PLAN DEVELOPMENT

The Borough of Lemoyne, Cumberland County, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services to create a Capital Improvement Plan (CIP) for the Borough. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals are due on or before Thursday, April 29, 2021 and must be submitted as a PDF file to the Borough Manager at cfoster@lemoynepa.com.

For questions or additional information, please contact the Borough Manager at 717-737-6843 x 14 or via email at cfoster@lemoynepa.com.

Cindy L. Foster

Cindy L. Foster, Borough Manager

INTRODUCTION

A. General Information

The Borough of Lemoyne, Cumberland County, Pennsylvania is issuing a Request for Proposals (RFP) from qualified firms to assist the organization in development of detailed five- and ten-year summary capital improvement plan (CIP).

B. About the Borough

Lemoyne Borough was incorporated on May 23, 1905. The 1.61 square mile community is urban in nature with a population of 4,553 as of the 2010 census and operates under the council-manager form of government. Services include administrative; code enforcement; maintenance of buildings and grounds, streets and parks; wastewater treatment and collection system; and stormwater facilities. Lemoyne is recognized as a vital link to Harrisburg and points east and to the West Shore and Cumberland Valley to the west.

The Borough does not currently have a capital improvement or strategic plan in place. Capital improvement projects have been completed in the past to include multiple sewer collection system repairs and replacements, pump station upgrades, Wastewater Treatment Plant upgrade to meet Chesapeake Bay pollutant reduction standards, repaving of roads and highways, improvements to its stormwater conveyance system, and improvements at its municipal swimming pool. Aging infrastructure and increasing costs to maintain these and other Borough-owned facilities have spurred the need for a detailed capital improvement plan to map out improvements and identify funding sources in order to continue offering quality services to Borough residents.

The Borough is currently in the process of developing a Comprehensive Recreation, Parks and Open Space Plan through the PA Department of Conservation & Natural Resources' Community Conservation Partnerships Program for its park system. Results of that study should be included and supplement the CIP developed as a result of this project.

The successful firm will be expected to work with the management team during all phases of this project, including onsite or virtual meetings, and will be expected to present final recommendations to Borough Council.

SCOPE OF SERVICES

The Borough's expectations are for professional assistance to create a single capital improvement plan document in a standard software format that can easily be maintained and manipulated by Borough Staff. The final produce should include project descriptions, cost estimates, project schedules and priorities, and funding sources. The scope of work shall include:

- Meeting with Borough staff to identify infrastructure and building improvement needs and priorities.
- Incorporating any existing plans, rate studies and/or other planning documents that the Borough has already completed.
- Compiling a detailed 5-year CIP, including project descriptions, cost estimates and funding sources. Funding sources should include possible grants and other alternative revenue sources that are applicable to projects in the plan.
- Development of a CIP project page for each individual project identified in the detailed CIP.

- Compiling a 10-year CIP summary plan that lists additional projects beyond the 5-year horizon of the detailed CIP.
- Project shall include a public involvement component including, at a minimum, at least one CIP development meeting with Borough Council and at least one public outreach meeting and the use of social media to identify any additional CIP needs from the community. Additional meetings may be added as needed.
- Submitted final documents must be in standard MS Office programs so they may be readily edited and maintained by Borough staff.
- Presentation of the final report and document to Borough Council identifying the methods used to complete the CIP project.

SUBMISSION REQUIREMENTS

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and e-mail address.
- A general description of the firm, including size, number of employees, primary business, and other business or services offered.
- Identification of the project manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work and estimated expected contribution to the project in percentage of hours.
- Summary information regarding the qualifications and professional experience of staff who will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services for municipal clients.
- List of references of at least three municipal clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization. Also include the services provided and total fees paid by each referenced agency for the project.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document, divided by category of service.
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
- Submissions should also include sample interim and final report formats.
- Firms are encouraged to include its professional services agreement as part of the proposal submittal. However, the Borough of Lemoyne reserves the right to negotiate the terms of said agreement prior to contract award.

SELECTION CRITERIA

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.
- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.
- Project timeline.
- Proposed fees.

SUBMISSION OF PROPOSAL AND OTHER RELATED INFORMATION

Proposals should be brief and concise (6-10 pages), plus sample reports. Responses should be in PDF format and submitted electronically to cfoster@lemoynepa.com no later than 4:00 p.m. on Friday, April 23, 2021. Questions regarding the RFP should be emailed to Cindy L. Foster, Borough Manager, at cfoster@lemoynepa.com.

A proposal may be withdrawn any time prior to the submittal deadline by written notification. The proposal may be resubmitted with any modifications, prior to the same deadline. Proposals will remain in effect for Borough review for a period of 60 days from the deadline for submission.

The Borough reserves the right to accept or reject any and all proposals and to select the proposal it determines to be in the best interest of the Borough. The successful firm will be required to meet standard Borough insurance requirements.

A contract with the successful firm is subject to approval of the Borough Council of the Borough of Lemoyne and is effective only upon Borough Solicitor review and Council approval.

PROJECT SCHEDULE

The Borough reserves the right to alter scheduled dates if necessary. If a submission date change is made, all firms expressing interest will be notified and an update will be posted on the Borough's website at www.lemoynepa.com.

Estimated Milestone Dates	Task
April 2, 2021	• Request for Proposals issued
April 29, 2021	• Proposals due
Week of May 10, 2021	• Interview Potential Candidates
May 20, 2021	• Successful Consultant Appointed at Council Business Meeting
Week of May 24, 2021	• Firm begins project work, including compilation of survey data.
June 30, 2021	• Complete initial data collection, asset inventory and characterization

Estimated Milestone Dates	Task
Week of July 12, 2021	<ul style="list-style-type: none"> • Onsite meetings with staff to discuss and review proposed CIP.
July 31, 2021	<ul style="list-style-type: none"> • Public outreach completed.
August 20, 2021	<ul style="list-style-type: none"> • Draft report due
September 2, 2021	<ul style="list-style-type: none"> • Present draft report at Borough Council Work Session Meeting
September 15, 2021	<ul style="list-style-type: none"> • Proposed 2022 CIP due to staff for consideration during budget process
October 7, 2021	<ul style="list-style-type: none"> • Final Report presented for approval at Borough Council Business Meeting

PROPOSAL SUBMISSION FORM

Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.

Business Name:

Federal Tax ID Number:

Street Address:

Mailing Address if Different:

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

FEE PROPOSAL

TASKS	FEE PROPOSED (Time & Materials Not to Exceed)
Development of 5-Year Detailed CIP	\$
Development of 10-Year Summary CIP	\$
TOTAL	\$

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business listed above.

Signature

Date

Print Name and Title

Phone Number