

**REQUEST FOR QUALIFICATIONS
CIVIL ENGINEERING AND ARCHITECTURAL SERVICES**

The Central Westmoreland Career & Technology Center is seeking qualifications from interested firms capable of providing general civil engineering and architectural services on capital projects and grant funded development initiatives. These initiatives will be undertaken at the Central Westmoreland Career & Technology Center utilizing a variety of local, state, and federal funding resources. Firms interested in submitting qualifications for future consideration by the CWCTC may submit their qualifications to:

Jason Lucia
240 Arona Road
New Stanton, PA 15672
Phone: 724 925-3532
E-Mail: jason.lucia@cwctc.org

Minority and Women-owned Businesses and Disadvantaged Businesses are encouraged to submit their qualifications. All proposals must be submitted no later than 3:00 PM, December 5, 2024, to the address listed above.

GENERAL SCOPE OF SERVICES

Periodically, The Central Westmoreland Career & Technology Center requires the services of consulting civil engineering and architectural firms to assist with the implementation of capitol and grant funded development initiatives. These initiatives are annually undertaken by the Central Westmoreland Career & Technology Center in various municipalities throughout Westmoreland County utilizing a variety of local, state, and federal funding resources.

Summary of Services Required

The specific services needed on a project-by-project basis will include the following:

- Consult with the Central Westmoreland Career & Technology Center to estimate the type, size, location, and project costs of construction of specific public improvements.
- Prepare final designs for such improvements, consulting with the Central Westmoreland Career & Technology Center, and any relevant entity during preparation.
- Provide detailed bid forms, technical specifications, and drawings for inclusion in bidding documents, and review other contract documents to assure that all local, state, and federal terms and conditions are appropriately included.
- Secure all necessary permits required by any governmental agency.
- Inspect and observe construction work in progress to the extent necessary to assure that work is accomplished in accordance with the specifications.
- Attend bid openings, preconstruction conferences, job progress meetings, and final inspection conferences. Following the opening of any bids, develop tabulation and perform evaluation to advise municipality of the lowest responsible bidder.
- Provide “as built” drawings of the completed project.
- Project list includes, but not limited to, the following:
 - Site Survey and Master Planning
 - DCED Grant for Building Improvements
 - Powerline Academy Building
 - Cosmetology Addition
- Provide such other services as the consulting engineer that the Central Westmoreland Career & Technology Center may find necessary to carry out program objectives. This may include but is not necessarily limited to preparing property surveys of lands which must be acquired for proposed improvements.

EVALUATION OF QUALIFICATIONS / SELECTION OF FIRMS

Qualification packets submitted by firms will be maintained on file by the Central Westmoreland Career & Technology Center and reviewed periodically as civil engineering and architectural services are needed for grant funded initiatives. All reviews and evaluations of qualifications will be completed by the Central Westmoreland Career & Technology Center. The Central Westmoreland Career & Technology Center may request additional project-specific information and technical proposals from firms during this review process.

Following the evaluation of qualifications, the Central Westmoreland Career & Technology Center will negotiate the cost for services with the most qualified firm selected. In the event that an acceptable agreement cannot be negotiated with the most qualified firm, the Central Westmoreland Career & Technology Center may also attempt to negotiate with other interested firms. The following form will be utilized to evaluate the qualifications of proposers for each project:

Name of Firm:		
Contact Person:		
Reviewed By:		
Selection Criteria	Rating	Comments
1. Specific Engineering Activities Proposed (10 points) <ul style="list-style-type: none"> ▪ Did the firm adequately describe specific engineering activities necessary to successfully implement the project? 		
2. Direct Project Experience (20 points) <ul style="list-style-type: none"> ▪ Does the firm possess any direct experience with grant funded projects? ▪ Has the firm provided services in the past for similar types of projects? 		
3. Special Knowledge (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess any special knowledge related to projects being implemented by the Central Westmoreland Career Technical Center? ▪ Does the firm have prior experience working with the local, state, and / or federal agencies which will be involved with the project? ▪ Is the firm a licensed architect in the Commonwealth of Pennsylvania? 		
4. Capacity of Firm (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess the capacity to carry out the activities proposed? ▪ Is the firm capable of performing within the specified project schedule? 		
5. Prior Working Experience with the Central Westmoreland Career Technical Center (20 points) <ul style="list-style-type: none"> ▪ Has the firm provided services to the Central Westmoreland Career Technical Center in the past? ▪ If yes, were the services provided acceptable? 		
Total Rating Points (out of 100):		

SUBMISSION REQUIREMENTS

Proposers are required to submit one (1) original packet of their qualifications to the Central Westmoreland Career Technical Center at 240 Arona Road, New Stanton PA. Initial proposals must be submitted no later than 3:00 PM, December 5, 2024.

To be considered, firms must respond in their proposals to the following:

A. Profile of Firm

Name of Firm:	
Address:	
Tax Identification Number:	
Firm Owner(s) / Principal(s):	
Primary Contact Person:	
Phone:	
Email:	
Is Your Company Qualified as any of the Following? (check all that apply):	<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> Labor Surplus Area Business <input type="checkbox"/> Small Business <input type="checkbox"/> Located within Fayette County

Statement of Offeror

The undersigned hereby acknowledges the following:

1. That to the best of its knowledge and belief, all factual information provided herein is true and correct.
2. That it will at all times indemnify and hold harmless The Central Westmoreland Career & Technology Center and its assignees against all loses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Central Westmoreland Career & Technology Center’s acceptance, consideration, or rejection of this proposal.
3. That no revised representations may be made in connection with this proposal once the deadline for acceptance of proposals has passed unless requested in writing by The Central Westmoreland Career Technology Center or its assignees.
4. That, if selected for participation in a project, it will abide by all applicable regulatory and statutory provisions.
5. That, if selected for participation in a project, it will engage and integrate students from specifically identified Central Westmoreland Career & Technology Center programs to participate in some capacity as a work-based learning experience.

The undersigned, being duly authorized, has caused this document to be executed in its name on this ____ day of _____, 20____.

By: _____
Signature

Printed Name and Title

B. Experience / Capacity of Firm

- Describe your firm's experience working on various government, community and economic development projects.
- Detail your firm's experience in providing civil engineering and/or architectural services on specific types of projects (i.e. water and sanitary sewer systems, storm sewer systems, road reconstruction, site excavation, new building construction, demolition etc.).
- Identify the specific personnel who would be directly involved in funded projects and highlight their relevant experience (attach resumes as applicable).
- Describe any special knowledge which your firm possesses which will enable it to advantageously serve the Central Westmoreland Career & Technology Center and its partners.
- Describe your firm's experience working on state and federally funded projects (i.e. projects funded through CDBG, RACP, USDA, PENNVEST, ARC, etc.).
- Describe your firm's experience in working with governmental entities, municipal authorities and local and regional municipalities.

C. References

List specific municipalities, governments, organizations, and private enterprises which will be able to provide referral services for your firm. Provide the following for each reference:

- Name of Referral Municipality / Organization / Company
- Project Name(s)
- Brief Description of Project(s)
- Your Firm's Role in the Project(s)
- Specific Contact (providing their title or role with the project(s))
- Contact Information (Address, Phone, and E-mail)

Referral provided should have utilized the firm's services for similar activities requested in this RFQ.

D. Required Certifications and Forms

- GSA SF-300-21: Architect-Engineer Qualifications

QUESTIONS ABOUT THE RFQ:

Questions regarding this RFQ Packet should be directed to:

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