REQUEST FOR PROPOSAL

NORTH PENN HIGH SCHOOL RENOVATIONS AND ADDITIONS

SITE UTILITY LOCATION SERVICES APRIL 2024

The North Penn School District ("NPSD" or "Owner") invites Site Utility Location Firms (each, a "Firm") licensed to do business within the Commonwealth of Pennsylvania to submit proposals (each, a "Proposal") to provide building scanning and Revit modeling services for the North Penn High School Additions and Renovations Project located at 1340 S. Valley Forge Road, Lansdale, PA 19446 (the "Project").

A. PROPOSALS GENERAL INFORMATION

Proposals must be received by NPSD no later than 2:00 p.m. ET on **Tuesday, April 23, 2024**. The Firm shall submit 2 hard copies and 1 electronic file of the proposal to:

North Penn School District Educational Services Center 401 E. Hancock Street Lansdale, PA 19446

The envelope must be marked prominently on the outside "**Proposal for Site Utility Location Services** for North Penn High School Additions and Renovations."

All questions shall be submitted, via email to:

Thomas Schneider, Director of Facilities & Operations schneid@npenn.org

Before submitting a Proposal, the Firm may visit the site to examine existing conditions as related to the performance of the Work. Contact Thomas Schneider at 215-853-1140 or <u>schneit@npenn.org</u> to make arrangements for site visits. Addendums to address questions and answers will be posted on the District's website at <u>www.npenn.org/bidspec</u> and sent to Firms that attend the non-mandatory pre-proposal meeting.

This RFP is soliciting professional services not required to be bid. It is understood that by requesting this Proposal, the Owner is not incorporating the public bidding process into this solicitation, and nothing contained herein shall create any contractual rights or obligations by and between the Owner and any person or Firm responding to this RFP. All services will be performed in accordance with such specific directions as may be issued by NPSD. The services listed are the minimum services required; each Firm shall provide a list of any other recommended services and associated costs. There is no requirement of a Proposal guarantee.

The Firm understands that the Owner is not responsible for any incurred costs in preparing the Proposal, and the Owner reserves the right to negotiate or select a Firm even if the fee is higher. The Owner also reserves the unrestricted right to reject any and all Proposals or award only portions of the Proposal to separate Firms, or to waive any informalities or technicalities required for the best interests of NPSD.

B. PROJECT GENERAL DESCRIPTION AND REQUIREMENTS

The North Penn School District "NPSD" is seeking a qualified Site Utility Location Service Firm to perform a full investigation of all utilities (above and underground) for the Project.

The proposed project is renovations and additions to the current high school which is approximately a 542,000 gross square foot building on the existing 108 acre site located at 1340 S. Valley Forge Road, Lansdale, PA, 19446. The existing building and site will receive heavy renovations and additions (size of addition to be determined). The project includes site work, building pad preparation, utilities, storm-water facilities, and parking facilities. The proposal is to locate all underground utility location services for the Project.

Timeline:

•	Receive proposals for Building Scan Services:	April 23, 2024
•	Review proposals with NPSD (committee meeting):	April 29, 2024
•	Award contract for Services (Regular Board meeting):	May 16, 2024
•	Physical survey of property to be completed by:	June 30, 2024
•	Final ACAD file submitted by:	July 13, 2024

The above dates are tentative and are subject to change at the discretion of the NPSD.

The NPSD has included pdf copies of a survey plans for your use. The plans include original 1969, 1997 K-Pod addition and natatorium addition utility drawings. (See Attachment A 10 pages) We cannot guarantee the accuracy of these plans. They are being provided for information purposes only.

NPSD has retained the services of D'Huy Engineering, Inc. (DEI) as the Construction Manager (CM). The selected Firm must coordinate all Work through DEI.

Jamie Lynch, Principal D'Huy Engineering, Inc. One East Broad Street, Suite 310 Bethlehem, PA 18018 E-mail: jpl@dhuy.com

NPSD has retained SchraderGroup as the Architect of record for the project.

Devon Bradbury, Principal SchraderGroup 161 Leverington Ave APT 105 Philadelphia, PA 19127 E-mail: <u>dbradbury@sgarc.com</u>

The Firm shall coordinate the schedule of Work with the NPSD and DEI. The last day of school is June 13, 2024 and summer camps and programs are scheduled for the building after June 13th. Work could commence on site during the normal work days prior to the last day of school or after June 13, 2024 but evening or weekend work may be required so as not to interfere with school functions. The Firm shall provide an increase in per diem cost for Saturday work and an increase in per diem cost for Sunday work.

C. SCOPE OF SERVICES

- 1. The Firm shall furnish all supervision, personnel, labor, materials, tools, minimum equipment and services, including work zone traffic control, to perform and complete all work required for the Project's Utility Investigation.
- 2. The survey shall include the location of any utilities located on the Project site and extend a minimum of 50'-0" beyond the boundary of the properties and 50'-0" beyond perimeter roads and as indicated on the attached plan. The survey shall also include the extensions of all utility Right-of-Ways.
- 3. Firm shall complete a right-to-know request for any utility information that may be available within the municipal records.
- 4. The survey shall indicate all Rights-of-Way and easements adjoining or crossing the property. Include Right-of-Way information for any major roadway adjoining or crossing the property.
- 5. Contact PA One Call to obtain available utility information and plot information obtained from PA One Call on the survey plan. Provide PA One Call documentation along with final survey.
- 6. Utility survey of tract (Parcel #53-00-07964-00-2, 53-00-07396-10-2, 53-00-07396-10-3) for all surface identifiable utilities. <u>Survey of storm and sanitary pipes flowing to and from the subject property shall be surveyed to the first identifiable landmark (i.e., storm inlet, sanitary manhole, etc.) off the property. All manholes, inlets, valve covers, meter pits and other appurtenances shall be verified. Survey shall also include identification of all pipe sizes, materials, and inverts. Locate all PA One Call markings. Attached are previously prepared site information. This information (as verified) shall be incorporated into the plan by the surveyor.</u>
- 7. The Firm shall perform an ASCE Quality Level "B" utility scan. These utility location services will be performed by a variety of electromagnetic magnetic (EM), radio frequency (RF) and ground penetrating radar (GPR) equipment to determine the approximate horizontal position of subsurface utilities and to identify the potential for utility conflicts.
- 8. The Firm shall perform an ASCE Quality Level "A" utility scan to provide field investigation of existing underground utilities using soft dig methods and equipment to locate the utility in plan dimension and elevation below existing grade ONLY in areas as indicated on the attached plan. The results of investigation shall be measured and marked on the final, submitted plan. All Work shall be scheduled and executed to avoid interruption of utilities.
- 9. The soft dig locatations within areas of existing paving shall be backfilled, compacted and patched with similar materials and sealed to prevent hazards for pedestrians or vehicles. All areas shall be returned to a condition suitable for the originally intended use including adding topsoil and reseeding where necessary. All athletic fields used by students must be restored with sod.
- 10. All underground utilities shall be designated on the surface using paint, pin flags, or other appropriate means according to the American Public Works Association (APWA) Uniform Color Codes.
- 11. Use field collected data and Owner supplied information to provide a consolidated site plan of the tract in AutoCAD format.
- 12. Documentation is to be prepared and files are to be provided for use in CAD or GIS software (SHP files). Firms shall also deliver a PDF version of the survey. Deliverables also include copies of all PA One Call correspondence.
- 13. One digital copy of the final survey with all the above information is to be submitted to:

D. PROJECT GENERAL REQUIREMENTS, CRITERIA AND AWARD

- 1. The Firm shall cooperate fully with NPSD, D'Huy Engineering, Inc. and their consultants, SchraderGroup and their consultants.
- 2. Qualifications shall include those of a professional utility surveyor who is legally licensed qualified to practice in the Commonwealth of Pennsylvania and who is experienced in providing surveying services of the kind. Firm shall provide lists of completed projects with project names and addresses, names, and addresses of architects and owners, and other information specified when requested by the Owner or CM.
- 3. Representatives of the Owner will review the responses to this RFP. The Owner may opt to interview one or more Firms.
- 4. The Firm must provide all equipment for the completion of the work.
- 5. The Firm shall comply with all CDC/OSHA, PA-DOH guidelines while completing work and shall provide Owner with a copy of its amended corporate safety plan to address COVID-19 protocols if requested.
- 6. The successful Firm, upon award of Agreement, must adhere to the Owner's specifications and complete the Work as specified. Firm may not sublet any services or labor to another contractor or Firm without the full knowledge and written consent of the Owner.
- 7. Provide a draft form of Agreement as part of the RFP's response. The final Agreement is subject to review and modification by the Owner's Solicitor.
- 8. The selected Firm shall provide certificates of insurance for Comprehensive General Liability on an occurrence basis in an amount of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. The selected Firm shall provide a per Project endorsement to its Comprehensive General Liability Policy aggregate. The selected Firm shall provide Automobile Liability insurance with a minimum combined single limit of liability of One Million Dollars (\$1,000,000) and Workmen's Compensation Insurance at statutory limits and Employers Liability with a policy limit of not less than One Million Dollars (\$1,000,000). There shall be no deductibles applicable to the General Liability and Automobile Liability policies. The selected Firm shall also provide umbrella or excess liability policy of Two Million Dollars (\$2,000,000). The selected Firm will also be required to name Owner as an additional insured. The Certificates of Insurance and insurance policies required by this RFP and Agreement from the successful Firm shall contain a provision that coverages afforded under the policies will not be cancelled or allowed to expire, and written notice shall be provided to the Owner in the event of such cancellation or expiration. The availability of these coverages should be addressed in the Proposal. However, Owner reserves the right, in its discretion, to waive insurance requirements not mandated by applicable law for Firms where circumstances prevent them from meeting the requested coverages. In addition to the certificates of insurance, the selected Firm shall also submit other appropriate evidence (e.g., copy of the policies) that the required insurances have been issued to the selected Firm.
- 9. As a provider of professional services, the successful Firm will be required to execute a hold harmless and indemnification agreement in favor of the Owner for claims arising out of the Firm's services to the Owner for damages in law and equity, including but not limited to property damage and personal injury, including wrongful death.
- 10. Owner requires all personnel not directly employed by Owner to have criminal background checks (Acts 34 and 151), PDE Form 6004 (Act 24 of 2011 and Act 82 of 2012) and FBI finger printing (Act 114) performed prior to being permitted on Owner's property without an Owner representative escort. Background checks shall be in accordance with Act 34 of 1994 and subchapter C.2 of the

Child Protective Services Act, Act 151 of December 16, 1994 (P.L. 1291), Act 114 of 2006 (24 P.S. 1-111) as amended. All employees working at the Project site must submit Act 34, Act 151, and Act 114 clearances. The original clearances must be presented to Owner prior to each employee, agent, or subcontractor coming on Owner's property. All such clearances shall be dated no earlier than two years prior to the date of presentation to Owner. Owner shall retain a copy of all such clearances in its file. ID badges will be issued to all employees prior to the commencement of the work. Notwithstanding any other provision, violation of this provision shall constitute grounds for immediate termination by Owner.

- 11. Proposal Fee: The Proposal Lump Sum Fee is to include all costs, including, but not limited to, overhead, copies, telephone, mileage, etc. Include a listing of the Firm's current fee schedule for additional services.
- 12. The Owner has no responsibility or liability for any costs incurred by a Firm prior to the issuance of an Agreement.
- 13. No Proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of the Proposals without the consent of the Owner.
- 14. Negotiations may be undertaken with any and all Firms who are qualified, responsible, and capable of providing the services requested and whose Proposals are economical.
- 15. The award (if awards are made) will be made within 90 days of the receipt of the Proposals. Submittal of the Proposal by Firm shall be a representation that the scope of the Project is understood, any necessary site visits have been made, and Project Plans and Specifications have been reviewed.
- 16. The award (if awards are made) will be made for a not to exceed amount based on the accepted Proposal Fee and the anticipated Scope of Work.
- 17. The Firm understands that the unrestricted right is reserved by Owner to reject any and all Proposals, or to waive any informalities or technicalities in said Proposals.
- 18. The selected Firm is directed to make no public announcement of its or the Owner's selection until formal selection by action of the Owner's Board of School Directors at a duly convened meeting. No contract between the selected Firm and the Owner is effective until the form of Agreement has been executed by the Firm and the Owner's authorized representatives.

The Firm shall use the below provided Proposal Form to submit all pricing. Proposal forms shall <u>not</u> <u>be modified</u> in any manner.

REQUEST FOR PROPOSAL

NORTH PENN SCHOOL HIGH SCHOOL RENOVATIONS AND ADDITIONS

UTILITY LOCATION SERVICES APRIL 2024

Company: _____

Address:

Phone: _____

This Proposal is submitted to the North Penn School District in accordance with your "Request for Proposal for Utility Location Services." The undersigned proposes to furnish said services as listed in the Request for Proposal for the listed rates.

The undersigned Firm:

- 1. Proposes to furnish said services as listed in the Request for Proposal for the lump sum fee in the Firm's submitted Proposal.
- 2. Has examined the site and locality where the Work is to be performed and made such independent investigations necessary to address conditions affecting cost, progress, and performance of the Work.

Person(s) to be contacted should clarification of any part of this Proposal be necessary:

Printed Name:

Signature:

Date:

Phone:			

Firm shall fill out and return the Proposal on pages 6 through 7 and the Non-Collusion Affidavit on pages 8 through 10.

FEE PROPOSAL:SITE UTILITY LOCATION SERVICES
NORTH PENN HIGH SCHOOL ADDITIONS AND RENOVATION

This Proposal is submitted in accordance with the Scope for the <u>Utility Location Services</u> for the North Penn School District High School Renovations and Additions.

A.	The total lump sum fee to provide Site Utility Location Services as outlined in items indicated above including all reimbursables is:			
	\$	dollars and	cents.	
B.	The additional cost per day for Saturda	y Site Utility Location Services is:		
	\$	dollars and	cents.	
C.	The additional cost per day for Sunday	Site Utility Location Services is:		
	\$	dollars and	cents.	
D.	The additional cost for additional soft d	ig locations as determined in the field is:		

\$ dollars and	cents.

Non-Collusion Affidavit

Instructions:

- 1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
- 2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
- 3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
- 4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
- 5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- 6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

<u>Non-Collusion Affidavit</u>				
Bid for:	Site Utility Location Services	– North Penn High School		
State of		County of		
I state that I an	n	of		
	(Title)	(Name of r	ny Firm)	

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers.

I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

- 1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- 2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- 3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
- 4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

, its affiliates, subsidiaries, officers, directors, and employees 5. _____ (name of my firm)

are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that understands and acknowledges that the above

(name of my firm)

representations are material and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

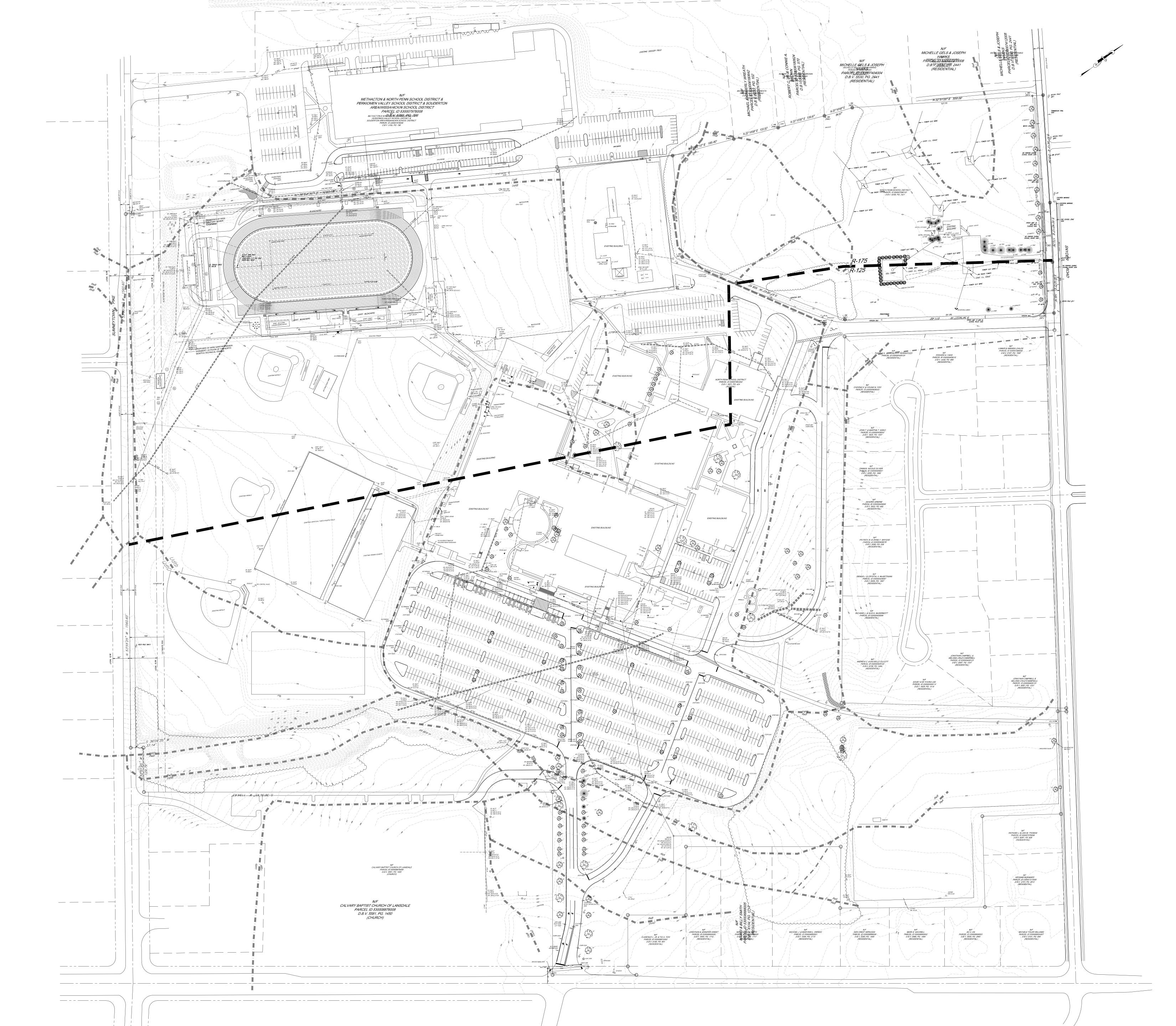
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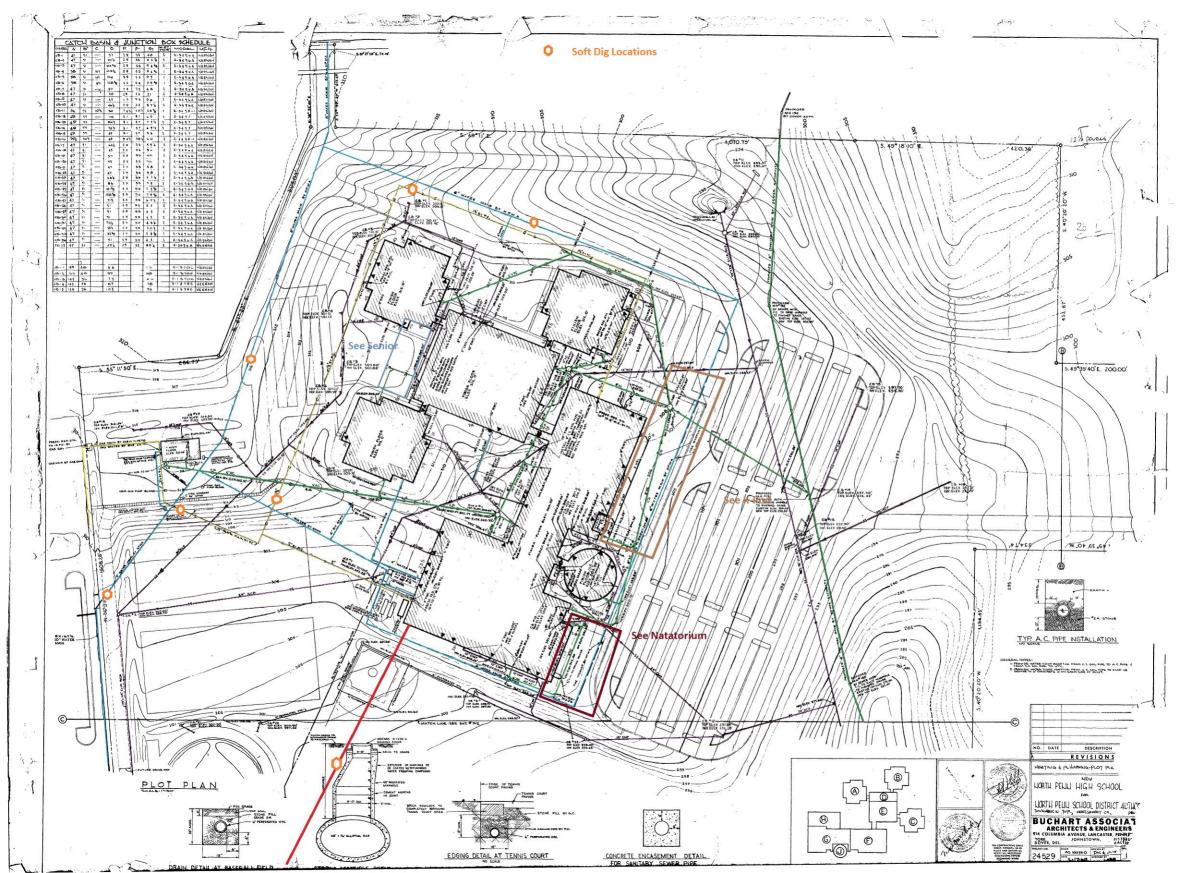
(Company Position)

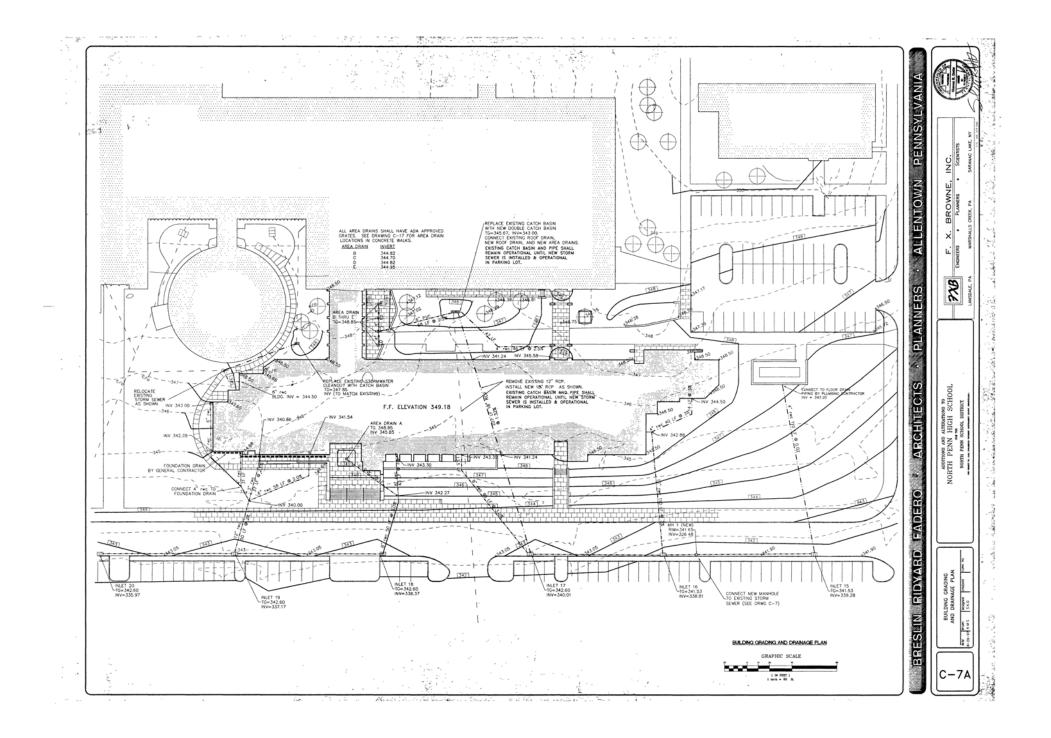
SWORN TO AND SUBSCRIBED BEFORE ME THIS _____DAY OF _____, 20____. SIGNATURE OF NOTARY

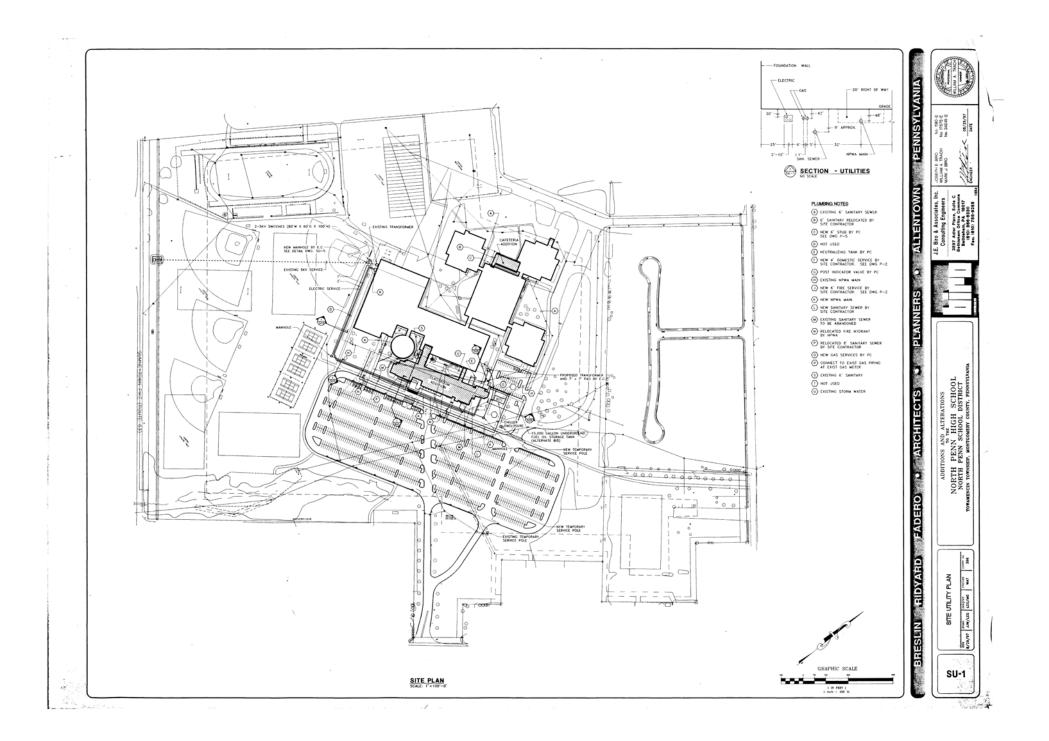
Printed Name Notary Public Expires My Commission

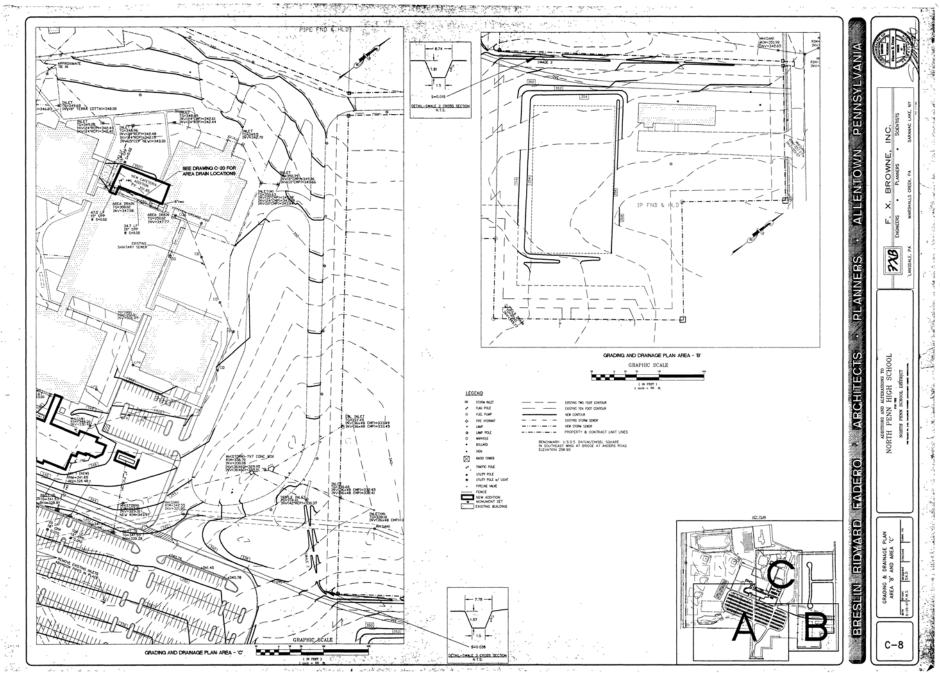
ATTACHMENT A Site & Utility Plans 11 PAGES

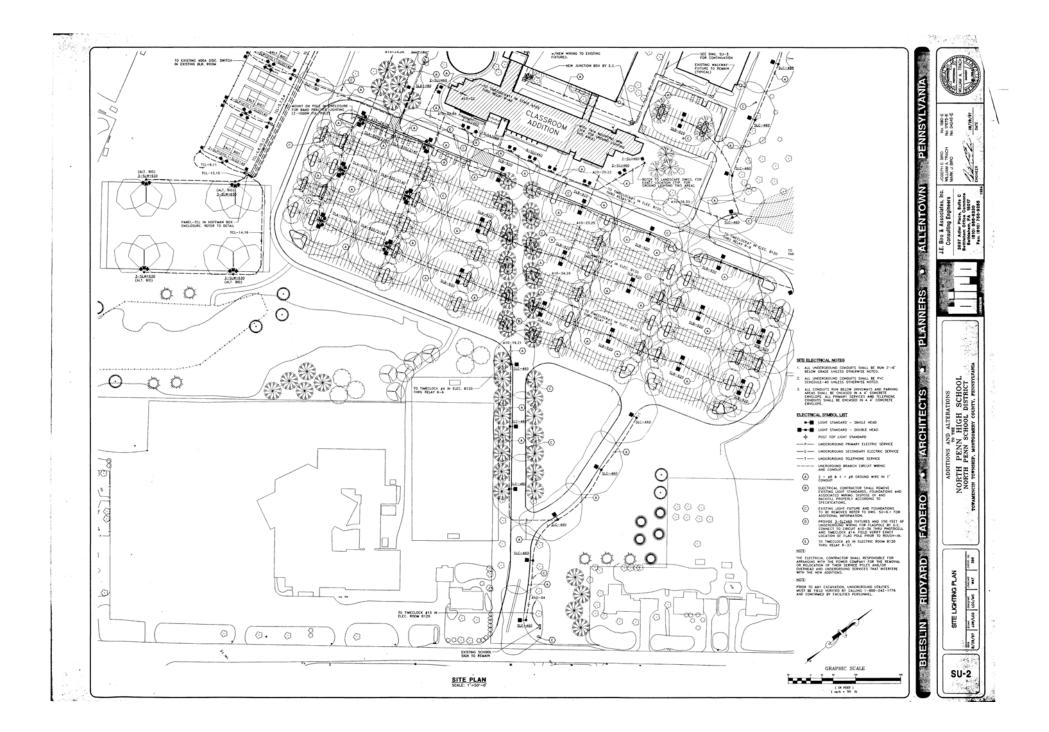


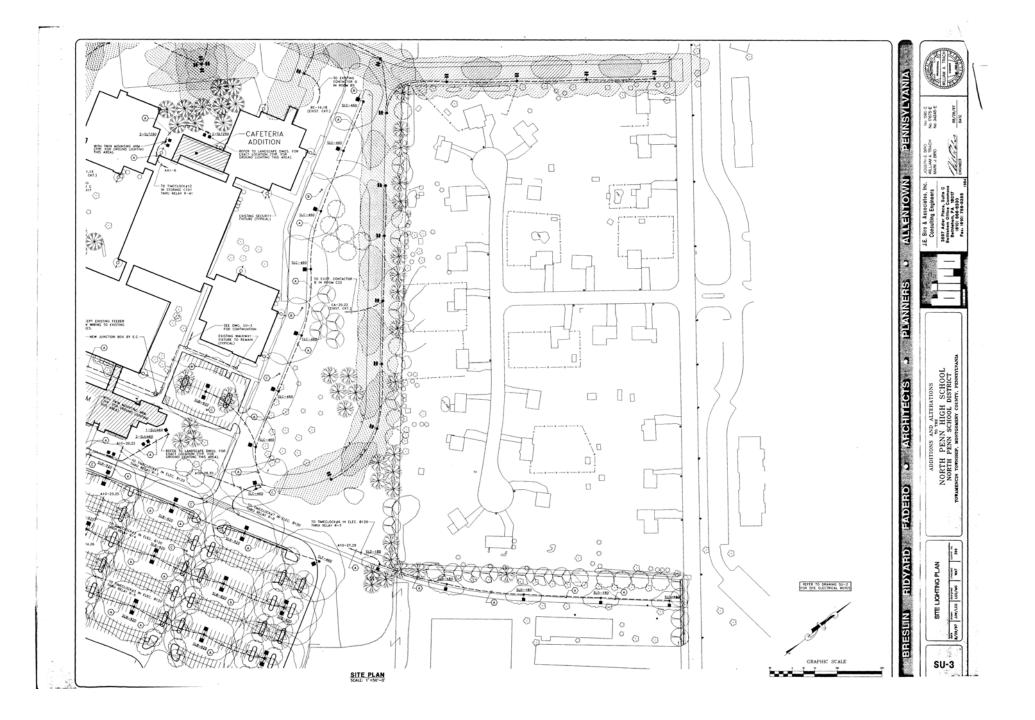


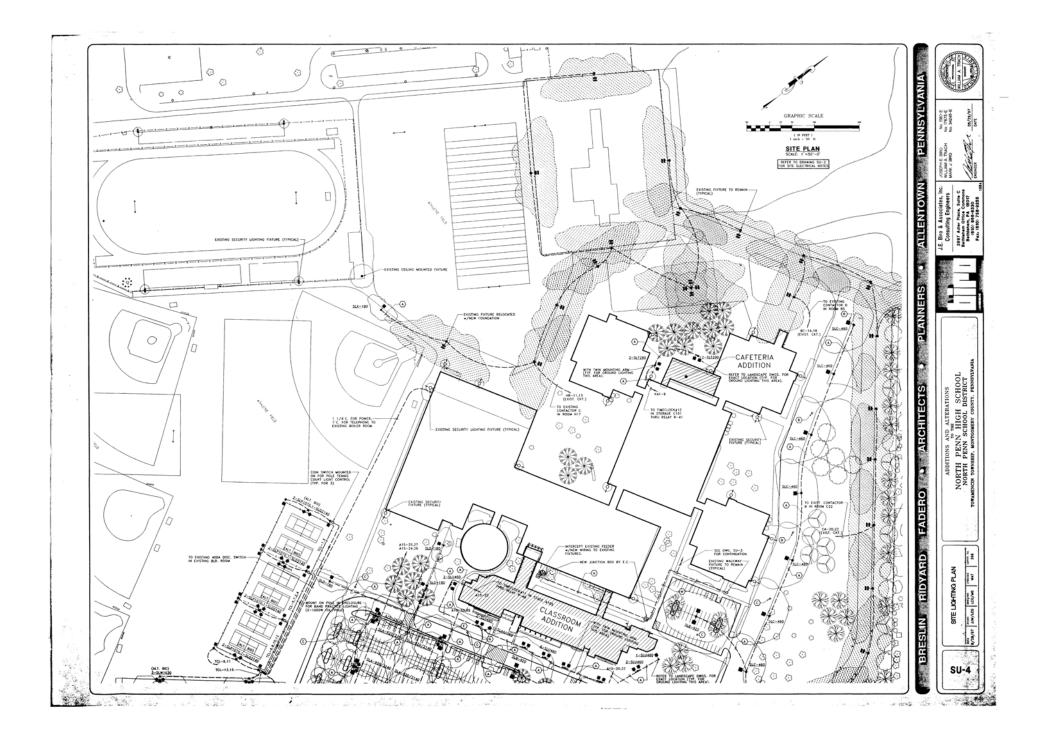


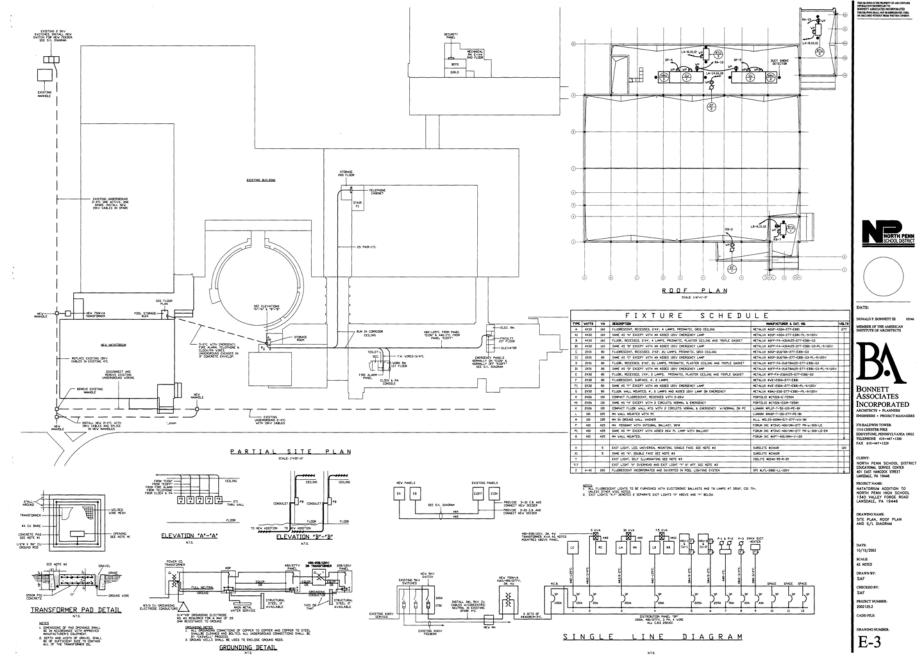


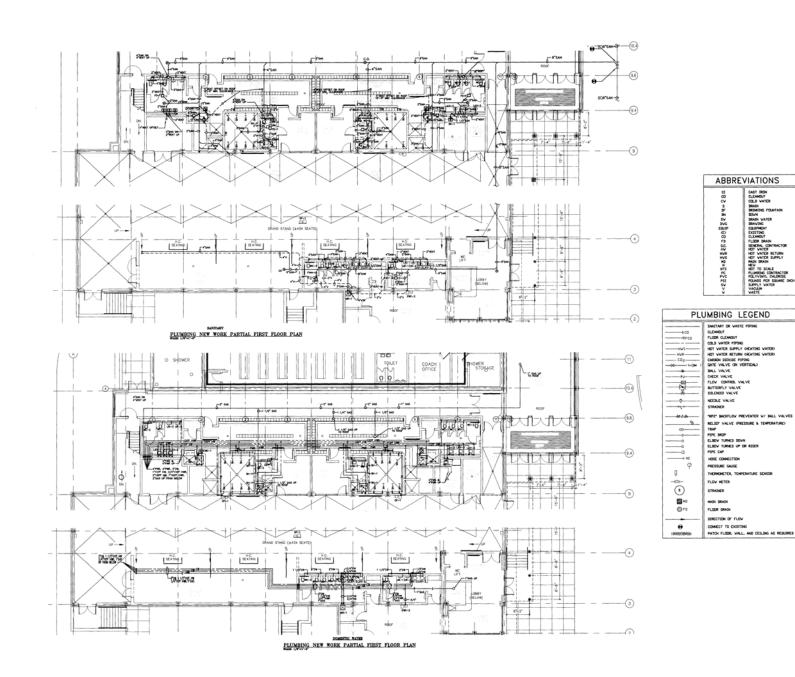


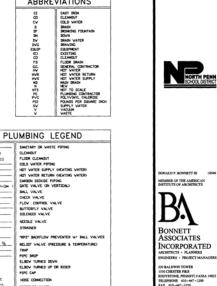












ABBREVIATIONS

220 BALDWIN TOWER 1510 CHESTER PIKE EDDYSTONE, PENNSYL VANIA 1902 TELEPHONE 610-447-1200 FAX 610-447-1229 CLIENT NORTH PENN SCHOOL DISTRICT EDUCATIONAL SERVICE CENTER 401 EAST HANCOCK STREET LANSDALE, PA 19446 LANSDALE, PA 19446 PROJECT NAME NATATORIUM ADDITION TO NORTH PENN HIGH SCHOOL 1340 VALLEY FORGE ROAD LANSDALE, PA 19446

DRAWING NAME:

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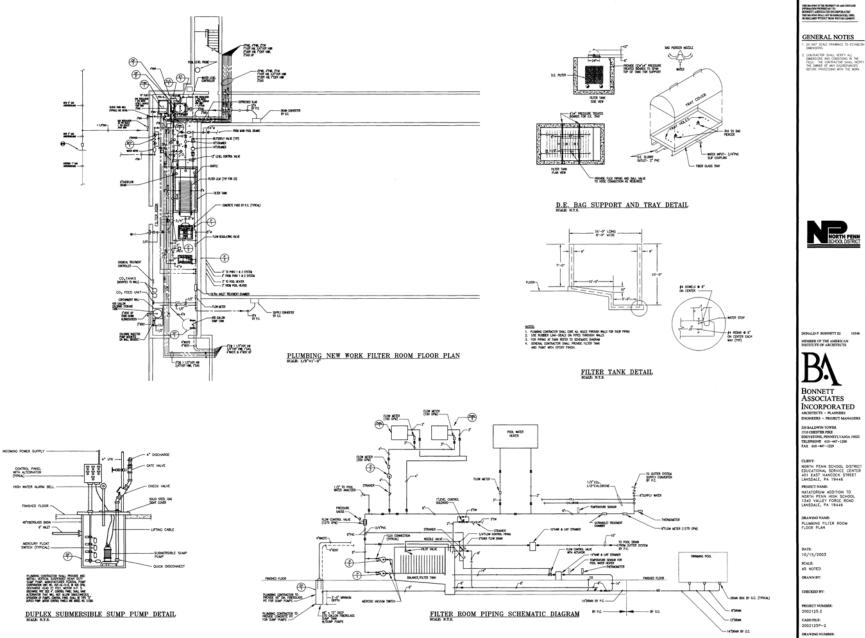
CONTRACTOR SHALL VERIFY ALL DMENSIONS AND CONDITIONS IN THE FIELD. THE CONTRACTOR SHALL NOTIF THE OWNER OF ANY DISORTFANCES INFORCE PROCEEDING WITH THE WORK.

PLUMBING NEW WORK FIRST FLOOR PLAN DATE: 10/15/2003 SCALE: AS NOTED

DRAWN BY: AV CHECKED BY: DZ

PROJECT NUM 2002125.2

CADD FILE: 2002125P-1 DRAWING NUMBER P-1



DRAWING NU P-2