

REQUEST FOR PROPOSALS (RFP)

Professional Engineering Services: *Community Development Block Grant (CDBG) Projects FFY 2022 Spearman Avenue Parking Lot, FFY 23, FFY 24 Bond Street/Darr Avenue Reconstruction, FFY25 and FFY 26 Projects City of Farrell, Mercer County, Pennsylvania*

Issue Date: July 31, 2025

Proposal Due Date: August 22, 2025 by 1 PM

Contact:

Mercer County Regional Planning Commission
On behalf of the City of Farrell
2491 Highland Road
Hermitage, PA 16148
724-981-2412
mail@mcrpc.com

1. Introduction

The City of Farrell is requesting proposals from qualified engineering firms to provide professional design and construction administration services for a Community Development Block Grant (CDBG)-funded project involving:

- Construction of a public parking lot on Spearman Avenue
- Full-depth street reconstruction of Bond Street and Darr Avenue
- Along with other Federal Fiscal Year projects.

The selected firm must be familiar with CDBG project requirements, including Davis-Bacon compliance, Section 3, and HUD reporting.

2. Project Description

Spearman Avenue Parking Lot DCED Approved Project

- Design and construction of a new municipal surface parking lot
- Includes grading, paving, striping, lighting (if applicable), and ADA compliance
- Stormwater management (as needed)

Bond Street and Darr Avenue Reconstruction DCED Approved Project

- Full-depth pavement reconstruction
- Replacement of curbs and sidewalks
- Installation of ADA-compliant curb ramps
- Limited stormwater improvements (as needed)

The City expects the project to move through design, bidding, and construction during the current CDBG program year.

Other CDBG FFY 23, 25 and 26 FFY Engineering Services for pending CDBG Street/ADA Improvement Projects

- Design and construction services
- Includes grading, paving, striping, lighting (if applicable), and ADA compliance
- Stormwater management (as needed)
- Fee based services

3. Scope of Services

The selected engineer will be responsible for:

- Site survey and data collection
- Design development and final construction plans
- Preparation of technical specifications and bid documents per CDBG requirements
- Cost estimating and phasing plans (if needed)
- Environmental review support (if requested)
- Public bidding support (including attending bid opening)
- Construction inspection and contract administration
- Davis-Bacon wage verification (if required)
- Review of pay applications, change orders, and project closeout
- Coordination with Mercer County CDBG officials

4. Proposal Requirements

Proposals must include the following:

1. Cover Letter
2. Firm Background and CDBG Experience
3. Project Team and Qualifications
4. Understanding of the Project and Proposed Approach
5. Timeline and Availability
6. References (3 municipal projects within the past 5 years)
7. Cost Proposal, itemized by:
 - Spearman Avenue Parking Lot – Design, Bidding, Construction Phase
 - Bond/Darr Street – Design, Bidding, Construction Phase
 - Fee for services 2023, 2025 and 2026.

You may submit the cost proposal in a separate sealed envelope or PDF.

5. Evaluation Criteria

Criteria	Weight
Experience with similar CDBG/municipal projects	30%
Qualifications and availability of team	20%
Project understanding and technical approach	20%
Cost competitiveness and clarity	20%
Client references	10%

6. Submission Instructions

Submit **two (2)** hard copies and one digital copy (PDF format) no later than:

Friday, August 22, 2025 by 1 PM

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Late proposals will not be considered. All proposals will be presented to the City Council on August 25, with contract award pending approval. The City reserves the right to reject any and all proposals at its sole discretion.

7. Federal Funding Requirements

This project is funded by HUD under the CDBG program and is subject to the following:

- Davis-Bacon Act (federal prevailing wages)
- Section 3 of the HUD Act of 1968
- Minority- and Women-Owned Business Enterprise (MBE/WBE) goals
- Equal Opportunity and Affirmative Action requirements

The City of Farrell reserves the right to accept or reject any and all proposals received in response to this Request for Proposals. Submission of a proposal does not obligate the City to award a contract, nor shall the City be liable for any costs incurred in preparation or submission of proposals.

The selected consultant must demonstrate the ability to comply with all federal reporting, documentation, and recordkeeping requirements associated with the Community Development Block Grant (CDBG) program and other applicable federal regulations.

In all procurement actions, the City of Farrell will act in good faith to ensure fairness and transparency to the community, and reserves the right to reject any and all bidders or to waive any irregularities if deemed in the public interest.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided. The proposer must certify that it is not debarred, suspended, or otherwise excluded from participation in federally assisted programs as defined in 2 CFR Part 180 and 2 CFR Part 2424. Proposers must provide a signed certification regarding compliance with the Byrd Anti-Lobbying Amendment. If applicable, disclosure of lobbying activities (SF-LLL) must also be submitted. The City of Farrell encourages the participation of small, minority-owned, women-owned, and disadvantaged business enterprises in accordance with 2 CFR §200.321. The selected firm shall retain all project records for a minimum of five (5) years and provide access to authorized representatives of the City of Farrell, HUD, and/or the U.S. Government upon request. Proposers must disclose any actual or potential conflicts of interest in accordance with 2 CFR §200.318(c). Failure to disclose may result in disqualification. The selected consultant must comply with all applicable federal laws, including but not limited to:

- 2 CFR Part 200 (Uniform Administrative Requirements)
- 24 CFR Part 570 (CDBG Program Regulations)
- Davis-Bacon Act
- Section 3 of the Housing and Urban Development Act of 1968
- Byrd Anti-Lobbying Amendment (certification required if contract exceeds \$100,000)
- Federal Debarment and Suspension (2 CFR Part 180)
- Access to Records for audit purposes (2 CFR §200.336)
- Encouragement of MBE/WBE/DBE participation (2 CFR §200.321)
- Conflict of Interest Disclosure (2 CFR §200.318)
- Reasonableness of cost (2 CFR §200.323)

The selected firm may be required to complete standard HUD or federal forms and provide documentation prior to contract execution.