

REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ENGINEERING SERVICES

RFP Title: General and Specific Municipal Engineering Services

RFP Response Due Date and Time:
January 30, 2026

Issue Date:
January 2, 2026

ISSUING AGENCY INFORMATION

City of DuBois
16 W. Scribner Avenue, DuBois, PA 16801

Single Point of Contact (SPOC): David Hoare: (814) 371-2000 ext. 105, dave.hoare@duboispa.gov
Website: <https://duboispa.gov/>

INSTRUCTIONS

Return Sealed Proposal to:

Korbi Slocum, City Clerk
City of DuBois
16 W. Scribner Avenue
DuBois, PA 16801

Mark Face of Envelope/Package with:

RFP Professional Engineering Services

Special Instructions: (None)

PLEASE COMPLETE THE FOLLOWING

Consultant / Firm Name and Address:

(Name / Title)

(Signature)

Print name and title and sign in ink.

Type of Entity (e.g. corporation, LLC, etc)

Phone:

Email:

Fax:

RETURN THIS COVER SHEET WITH RFP RESPONSES

INTRODUCTION AND BACKGROUND

City of DuBois and Sandy Township consolidated and created a new municipality called City of DuBois. The consolidation date is January 5, 2026. City of DuBois is soliciting proposals and qualifications from engineering firms to provide general and specific municipal engineering services to the City. The new City of DuBois has a population of approximately 19,000 and maintains approximately 150 miles of roads. Being approximately 56 square miles in size, the City is also responsible for operating and maintaining the drainage and stormwater facilities within the municipal boundaries. The City also owns and maintains a city hall, multiple fire stations, public works garages, water system and reservoir, wastewater, and several parks and stadium/ballfields.

SCOPE OF SERVICES TO CITY OF DUBOIS

The City will direct the selected consultant to provide engineering assistance in two ways:

1. Miscellaneous Services
2. Task-based Services

A brief description of each is provided below:

Miscellaneous Services:

City will require general engineering services from their consultant for day-to-day issues. This may include, but not be limited to the following:

1. Attendance at City Council meetings as requested.
2. Inspection of City facilities.
3. Inspection of private property for code and structure related issues.
4. Stormwater reviews for Act 167 Plan requirements.
5. Stormwater conveyance and management project design services.
6. Inspection Services for civil projects.
7. Review and approve major subdivision engineering-related issues, including street and roadway specifications and stormwater conveyance design.
8. Review and recommend escrow releases.
9. Respond to all manner of general engineering requests.
10. Act as a liaison to the PA Department of Environmental Protection and other agencies as required and requested.

For general service tasks, the consultant will provide basic services to the City on a time and materials approach unless other arrangements or agreements are made.

Task-Based Services:

The consultant may be directed to undertake specific projects for the City that have a finite scope of work, are relatively larger in scale, or for any other reason the City wishes to assign the work on a task-basis to the consultant. In these cases, the assignment of work will follow the general process described below:

1. The City Manager, Director of Finance & Administration, Public Works Director, or Engineering Tech will describe a task or need to the consultant for a specific project or task.
2. The consultant will prepare a simple proposal describing the scope of work that the consultant will provide, a proposed fee, and an estimated project timeline.
3. The City may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the consultant.
4. As appropriate, the proposal will be presented to City Council for their action.
5. The consultant will track the task order with an independent project number separate from general service activities.
6. The City will assign task orders to the consultant as needed. The City will reserve the right to issue a general RFP or otherwise select a different engineering services consultant for specific projects if the City desires to have expanded competition, specialized expertise, or if the consultant elects to not accept a request for a specific work order. The City will maintain the necessary autonomy to ensure that the public interest is served.
7. The appointment of a consultant does not guarantee that the selected firm will be assigned any or all City projects.

TERM

The appointment for the engineering services provider shall be open-ended. However, the City reserves the right to dismiss the consultant at any time, for any reason, and the consultant serves at-will, at the discretion of the City. Should the consultant desire to terminate this agreement, consultant must give 30 days written notice of the intent to do so.

CONSULTANT SELECTION PROCESS

The City will utilize the following general selection process in determining the most qualified and best suited consultant to serve the City.

1. Interested consultants will provide written proposals and qualifications to the City based on the guidelines and information in this RFP.
2. Consultant(s) shall be duly licensed in the Commonwealth of Pennsylvania as Professional Engineer(s) and certified to perform the professional services offered by the proposal.

3. The Interim City Managers, Engineering Tech and Public Works Director will review and rank all proposals based upon the criteria established in this RFP.
4. Up to three (3) consultants will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's engineering fee structure, a detailed check of references, etc.
5. The selection committee will make their recommendation to City Council. Final determination will be made by City Council for appointment at the February 18, 2026, Council meeting.

The City of DuBois reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the City.

Proposals must include the following:

PROPOSAL CONTENT

Cover Letter

All proposals must include a cover letter to the attention of Korbi Slocum, City Clerk, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of local partners/principals and the number of local personnel, address, and telephone and FAX numbers for the consultant and email address of the person(s) who are authorized to represent the firm.

Personnel List and Qualifications

1. The names of the partners, managers and other key staff persons who will be assigned to City of DuBois's engagement.
2. Provide resumes and indicate their experience in municipal civil engineering. Describe the staffing level that would be assigned to City of DuBois.

Level of Service

Indicate whether the firm can provide, on a quick response (24 hours or less) basis, year-round expert professional engineering services to the City on typical municipal engineering matters and / or specific tasks.

References

List of Pennsylvania local government jurisdictions where the firm presently serves as Engineer and/or provides similar services.

Fees

The City expects to pay an hourly fee for the services provided by the consultant. All consultants must indicate the hourly fee that will be charged for the proposed services by the grade of the employee to be assigned to the task. If additional services such as travel, copying, phone calls or other charges will be billed in addition to the proposed hourly fee, such should be indicated within the proposal in a separate attached sealed envelope.

- Certificate of Insurance** listing insurance and **Hold Harmless Indemnification** requirements per the attached COI Insurance Policy.

PROPOSAL SUBMISSION

Five (5) copies of the proposal should be addressed to:

Korbi Slocum, City Clerk
City of DuBois
16 W. Scribner Avenue
DuBois, PA 15801

One (1) copy of the proposal shall be submitted in electronic format as a PDF file to korbi.slocum@duboispa.gov.

The proposals must be received via mail or delivery, no later than 2:00 p.m. Friday, January 30, 2026. Envelopes must be sealed and marked "**RFP Professional Engineering Services.**" Proposals submitted by facsimile or email only will not be accepted.

CONSIDERATIONS FOR EVALUATING PROPOSALS

The City will evaluate the proposals based on criteria as received and outlined in this document.

Proximity of firm to City of DuBois

The City wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues.

References

The City may perform reference checks for each candidate. References where the consultant has served as the consultant are preferred. References should also be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely, orderly and cost effective manner.

Experience serving as an engineer for other communities

Experience in the role of City engineer for other communities will be considered positively. Proof of an understanding of the role of consultant and a track record of effectively providing this service is preferred.

Consultant’s understanding and approach and quality of the proposal

These selection criteria will allow the City to award additional consideration based on the quality of the proposal, the consultant’s understanding of the City’s needs, the consultant’s approach to the work, or any other quality about the consultant’s proposal that sets it apart from any others.

Length of Proposal

While there is no page limit, applicants are advised to only provide material(s) related to the request and qualifications for service. Please avoid providing extensive “boilerplate”, corporate marketing or “filler material”. No additional consideration will be given to the firm(s) that submits the greatest number of pages.

Conflict of Interest

The successful consultant shall not have conflicts of interest within the City, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the proposal submission.

Insurance

The selected consultant will be required to maintain insurance coverage in general conformance with the attached COI Insurance Policy. The Consultant will be required to maintain the above coverage throughout the appointment and any amendment thereto. Waiver of Subrogation in favor of City of DuBois to be included. If any of the policies of insurance required under this contract or agreement require an endorsement to provide for waivers of subrogation, then the named insured’s of such policies will cause them to be so endorsed. Certificates of Insurance evidencing the above coverage in insurance companies satisfactory to City of DuBois must be provided to City of DuBois prior to the commencement of any work. Such certificates must provide written notice to City of DuBois in the event of reduction or cancellation of any coverage.

HOLD HARMLESS INDEMNIFICATION

Engineer shall comply with the requirements of all applicable laws, rules, and regulations in connection with the services of an Engineer and shall exonerate, indemnify and hold harmless City of DuBois, its officers, agents, and all employees from any and all liability, loss or damage arising out of noncompliance with such laws, rules and regulations, as follows:

A. Professional Liability

To the fullest extent permitted by law the Consultant agrees to indemnify and hold the Client, its officers, officials, and employees (hereinafter "Client") harmless from and against losses, damages, expenses and costs to the extent arising from a negligent act, error or omission by the Consultant or its employees or anyone for whom the Consultant is legally liable.

B. Non-Professional Liability (General Liability)

To the fullest extent permitted by law, the Consultant shall indemnify, defend and hold harmless the Client, its officers, employees, or any of them, from and against claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of the acts or omissions of the Consultant, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by the acts or omissions of the Consultant, any subconsultant(s) of the Consultant, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

By signing below, Applicant hereby acknowledges and agrees to the aforementioned Indemnification.

Print Name Date

Signature

In order to be considered, Applicant must include one (1) signed copy of this agreement with the proposal.