

Resolution #11-23

POLICY AND PROCEDURE FOR CONSULTANT SELECTION (SMALL PROJECTS)

The following procedures have been adopted by Hatfield Township (Municipality) as authorized by action of the Hatfield Township Board of Commissioners on July 13, 2011. These procedures shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering agreements for agreements that will not exceed \$100,000.00.

A detailed scope of work, describing the project, its location, and services required, will be prepared.

A DBE Goal Request will be submitted to PennDOT's Consultant Agreement Section.

The Municipality should contact a minimum of three prospective consultants that are qualified and able to provide the required services. A detailed Scope of Work (SOW), describing the project, its location, and services required should be available for these prospective consultants.

The Municipality should request that all consultants that do not have an ECMS Consultant Qualification Package complete and submit a (US General Services Administration) GSA Form 330. If the Municipality does not elect to review ECMS Consultant Qualification packages, the GSA Form 330 will be required of all consultants.

A qualification selection committee, consisting of a minimum of three people:

- a. Andrew S. Haines, Township Manager
- b. Devan Stewart, Assistant Township Manager
- c. Mike Definis, Hatfield Borough Manager

shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file.

The qualification committee shall review the letters of interest and make a recommendation for the ranking of the consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

The Municipality shall conduct discussions with the firms to consider anticipated concepts and compare alternative methods for furnishing services.

The Hatfield Township Board of Commissioners shall review the recommendation of the qualification committee and rank, in order of preference, the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipalities recommended ranking.

The municipality will request a technical and price proposal from the approved first ranked firm and submit the appropriate number of copies to the Department.

The Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement Agreement have been fully executed, and notification of this fact has been received by Hatfield Township.

The Hatfield Township Board of Commissioners will designate a person to perform liaison activities between Hatfield Township, the Department, and the consultant.

Hatfield Township will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing the federal funds to the Municipality. The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, (monthly, or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the Hatfield Township manager, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of services and payment of the final invoice, a joint review will be made by the Department and the Municipality to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

The Municipality designated liaison person will complete copies of the Form D-429, "Past Performance Report for Consultant Engineers", see Appendix 7G or Form D-429 CI, "Past Performance Report for Consultant Engineers Construction Inspection", see Appendix 7H.

It is understood and made part of these procedures that the employees of the Municipality will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the Municipality, by order of the Hatfield Township Board of Commissioners.

Now, Therefore Be It Resolved that the Hatfield Township Board of Commissioners have adopted these policies and procedures for engineering by consultants and will adhere to the rules and regulations of the Department.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Commissioners this 13th day of July 2011, on behalf of the Hatfield Township hereby accept the aforesaid policies and procedures.

UPON MOTION DULY MADE and seconded, the above resolution as adopted the day and year set forth above.

ATTEST:

HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS

Andrew S. Haines, Manager/Secretary

BY

Thomas C. Zipfel, President