

POLICY AND PROCEDURE FOR CONSULTANT SELECTION

Three consultants will be selected from those consultants who submit statements of interest. A qualification selection committee, consisting of a minimum of three people:

- a. Supervisor _____ or designee,
Selection Committee title
- b. Township Manager _____ or designee,
Selection Committee title
- c. Public Works Director _____ or designee,
Selection Committee title
- d. Planning Director _____ or designee
Selection Committee title

shall review the qualifications of consultants who submit statements 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 committee shall document the reasons for their recommendation.

For selecting a consultant to perform bridge inspection, construction inspection agreements, or noncomplex or selected moderately complex projects as defined in DM1, or for selecting a consultant as a Municipal Engineer a modified process may be used, and a ranking will be determined based on a review of the statements of interest.

For all other Agreements the normal selection method will be used. The Township Manager _____
Mayor, Director of Public Works, Council, etc.
shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (hereinafter called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Publication 442 will be supplied to the consultants with the understanding that the specifications will be made a part of the contract. The East Lampeter Twp _____ limitations of profit, wages, etc., will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted 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.

For both modified and normal methods of selection, the Board of Supervisors _____ 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.



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The municipality will request a 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 the East Lampeter Twp .
Municipality

The Board of Supervisors _____ will designate a person to perform liaison activities between the East Lampeter T ,
Mayor, Council, Board of Supervisors, etc. Municipality
the Department, and the consultant.

The East Lampeter T _____ will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing
Municipality
the federal funds to the East Lampeter T . The reimbursement agreement will be prepared by the Department.
Municipality

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 Township Manager _____ , it will be paid. The invoice will in turn be forwarded to the Department with
responsible individual of the Municipality
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 East Lampeter Twp _____ to insure the propriety of claims and that all terms and conditions of the contract have been satisfied.
Municipality
Documentation of these findings will be submitted to the Department with the final invoice.

The East Lampeter Twp _____ designated liaison person will complete copies of the Form D-429, "Past Performance Report for
Municipality's
Consultant Engineers", see Appendix 7F or Form D-429 CI, "Past Performance Report for Consultant Engineers Construction Inspection", see Appendix 7G.

It is understood and made part of these procedures that the employees of the East Lampeter Twp _____ will neither solicit nor
Municipality
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 East Lampeter Twp _____ , by order of the
Municipality
Board of Supervisors _____ .
Mayor, Council, Board of Supervisors, etc.)

Now, Therefore Be It Resolved that the Board of Supervisors _____ of the East Lampeter Twp _____ have adopted these
Mayor, Supervisors, Etc. Municipality
policies and procedures for engineering by consultants and will adhere to the rules and regulations of the Department.



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NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors this 18th day of April, 20 16, on behalf of the East Lampeter Twp hereby accept the aforesaid policies and procedures.
Mayor, Supervisors, Etc.
Municipality

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

ATTEST:

BY [Signature]

Township Manager
Title

East Lampeter Twp
Municipality

BY [Signature]

Chairman
Title