



301 E. Second Street, Bloomsburg, PA 17815
Phone: 570-784-7123 ♦ Fax: 570-784-1518
www.bloomsburgpa.org

TOWN OF BLOOMSBURG

REQUEST FOR PROPOSALS

Engineering Services – 2026

The Town of Bloomsburg is seeking proposals from qualified engineering firms to provide general engineering services for the 2026 calendar year. The selected firm will work closely with Town staff and Council on a variety of municipal projects throughout the year.

As a municipality, the Town of Bloomsburg relies on the expertise and professional guidance of qualified engineers to support a wide range of public projects and initiatives. The selected engineer will be called upon to assist with various tasks, including but not limited to:

- Cost Analysis – Providing detailed cost estimates and analyses for grant documentation and project budgeting.
 - Grant Assistance – Identifying and evaluating eligible grant programs; developing cost proposals and project timelines; preparing complete grant applications, narratives, and supporting documentation for submission.
- Bid Development and Review – Preparing bid specifications, reviewing qualified bidders, and making recommendations to Town Council for award.
- Project Oversight – Monitoring and reviewing projects to ensure compliance with bid specifications, applicable permits, and ADA standards.
- Project Closeout – Verifying project completeness prior to the release of final payment, ensuring site cleanup, grass seeding, watering, and successful growth establishment.
- Schedule and Quality Management – Establishing and monitoring project timelines, addressing any penalties or delays, resolving punch list items, and ensuring overall project satisfaction.

The Town of Bloomsburg expects **customer satisfaction on all projects**. The Town of Bloomsburg values professional collaboration, accountability, and responsiveness in all engineering partnerships to ensure projects are completed efficiently, cost-effectively, and to the highest standard of quality. The Town expects on all projects customer satisfaction and if not met the engineer helps to steer what is needed.

Scope of Services

The selected firm will provide engineering and consulting services as requested by the Town, which may include, but are not limited to:

- Infrastructure design and review
- Grant preparation, submission, and administration
- Construction oversight and inspections
- Stormwater, roadway, and sidewalk planning
- Environmental, utility, and transportation projects
- Surveying and mapping services (if applicable)
- Structural evaluations and design assistance

As part of the proposal, firms are requested to provide a **special review of 7th Street in Bloomsburg**—specifically, the area from **Old Berwick Road to Hazel Street**—to evaluate current conditions and provide:

- A proposed approach for proper drainage improvements
- Considerations for sidewalk installation and pedestrian safety
- Potential funding opportunities or grant sources
- A general assessment of future planning needs for this corridor
- Public involvement approach

Insurance and Liability Requirements

- The selected engineer shall maintain **professional liability insurance** covering the **full amount of any project** being designed on behalf of the Town.
- **No cap on liability** shall apply to any individual project undertaken during the contract term.

- **Proof of insurance** must be submitted with the proposal.
-

Appointment Term

The appointment shall be for the 2026 calendar year. Town Council reserves the right to appoint other engineers for specific projects or to appoint a different engineer for the remainder of the year. The Town desires to have a Town engineer selected that Council and staff can work with at any time without the need to request RFP on a project basis.

Proposal Submission

Proposals must be received by **Friday, November 7, 2025, at 12:00 p.m.** at:

Town of Bloomsburg

Attn: Town of Bloomsburg Engineer Selection Committee

301 E. 2nd Street

Bloomsburg, PA 17815

or via email to **info@bloomsburgpa.org**

Proposal Content Requirements

Each proposal must include the following. Please answer all questions. This information will be utilized to determine the full extent of the work the selected engineer can provide the Town.

- **Firm background and qualifications**
- **Identification of the lead contact** for all Town-related projects
- **Hourly rates** for all personnel assigned, included alongside their resumes, and details regarding:
 - How public meetings and project meetings are handled
 - Does your firm provide free assistance in grant preparation
 - Travel, mileage, and postage costs
- **Resumes** of key personnel proposed for work with the Town
- **Project reports and projects are communicated back to the client**
- **Permits- track record of projects being flagged at state and local level**

- **Ability of Arc GIS tracking and public interaction for pavilion platforms, yard sales, etc.**
 - **Timing and turnaround expectations** for a variety of project types
 - **Confirmation of the firm's ability to perform land surveys**, including a description of in-house or subcontracted survey capabilities
 - **Confirmation of whether the firm has a licensed structural engineer** on staff and available for project consultation
 - **Experience and fee structure** for preparing, submitting, and managing grants, including the firm's **past track record of successful awards**
 - **List of comparable municipal projects** completed within the last five years, including:
 - Floodplain and floodway work
 - **References for at least three (3) municipalities** where similar work has been performed, including grants and projects that were administered or assisted, cost saving measures that the engineer assisted with.
 - **The 7th Street corridor review approach** and preliminary recommendations
 - Description of how **ADA compliance, soil sampling, and final ground restoration (e.g., grass establishment)** are handled on projects
-

Selection Process

The Town's Selection Committee will meet with each engineering firm for a one-hour interview session. Meetings are scheduled for:

- **Monday, November 17, 2025 – 8:00 a.m. to 12:00 p.m.**
- **Monday, December 8, 2025 – 8:00 a.m. to 12:00 p.m.**
- **Tuesday, December 9, 2025 – 8:00 a.m. to 12:00 p.m.** *(if eight or more firms submit proposals)*

Following interviews, the Selection Committee's **recommendation will be presented to Town Council on December 15, 2025, at 7:00 p.m.** Final appointment will be considered at the **2026 Re-Organization Structure Meeting**, where the 2026 engineering service will be formally approved.

Reservation of Rights

The Town of Bloomsburg reserves the right to accept or reject any or all proposals, to waive any informalities, and to appoint an engineer in the best interest of the Town. All proposals submitted will become public record.