

**REQUEST
FOR
PROPOSALS
NO. 2026 - ENGINEERING**

CITY OF JOHNSTOWN, PENNSYLVANIA
COMMUNITY AND ECONOMIC DEVELOPMENT
401 MAIN STREET
JOHNSTOWN, PA 15901

CITY OF JOHNSTOWN
REQUEST FOR PROPOSALS FOR
PROFESSIONAL ENGINEERING SERVICES

The City of Johnstown is requesting proposals for professional engineering services, in accordance with 2 CFR Part 200 regulations and other City, Federal, State, and Cambria County grant and loan projects for a three (3) year period, beginning with October 1, 2026, through September 30, 2029.

The City of Johnstown will be undertaking various activities and projects with Federal CDBG funds, other Federal funds, State Funds, and Cambria County sources of funding.

A. TYPES OF SERVICES REQUESTED:

The Professional Engineer or Engineering Consulting Firm selected may be required to provide advice and assistance in meeting the technical requirements for the CDBG Program and other Federal, State, and Cambria County funded programs, including:

1. Preparation of construction drawings and specifications for street and road improvements, park and recreational improvements, other public facilities, and storm drainage improvements in the City of Johnstown.
2. Preparation of preliminary construction cost estimates for the preparation of funding applications.
3. Preparation of final budget cost estimates for site improvements
4. Preparation of bidding documents for demolition work.
5. Review of bids, cost reasonableness, value engineering, determination and recommendation on award of bids.
6. Inspection services for street, road improvements, and other public facility improvements.
7. Inspection services for demolition work.
8. Preparation of asbestos and lead based paint reports.
9. Review of construction contractors, compliance with Federal and State labor compliance, wage rate determination, certified payrolls, and BABA, including SAMS clearance.

10. Provide guidance and direction to the City on compliance with CDBG regulations and other State and Federal memorandums periodically issued during the program year.
11. Conduct employee interviews for all demolition and construction projects for compliance with Federal Wage Rates.
12. Provide guidance on the requirements of the Americans with Disabilities Act, Fair Housing Act, Section 504 of the Rehabilitation Act, National Flood Insurance Program, Clean Air Act, and Federal Water Pollution Control Act, etc. as they relate to implementing the grant programs.

B. COMPENSATION AND METHOD OF PAYMENT:

The Consulting Engineering Firm or individual Consulting Engineer should specify its hourly rates for services and willingness to provide a lump sum cost for the preparation of the specific contract documents for construction projects and inspection services.

The fee structure must be broken down into yearly increments for each of the three (3) years.

C. TIME OF PERFORMANCE:

The City will offer a contract for the three (3) year period of October 1, 2026, through September 30, 2029.

D. INFORMATION REQUIRED FOR PROPOSAL:

All offerors are required to submit an electronic proposal in a PDF format, submitted via email to the City of Johnstown on or before 4:00PM, prevailing time, Monday, September 28, 2026, to John Rutledge, Planning Director, Department of Community and Economic Development, City of Johnstown, jrutledge@johnstownpa.gov. Any proposal received after the due date and time will not be opened or accepted.

The proposal shall contain the following format and respond to the following information requested.

- a. The Offeror's understanding of the Scope of Services and their proposal suggest detailed Scope of Services.
- b. Method of Compensation. A statement of the firm's yearly fee structure for the next three (3) years must be included in the Proposals, both a lump sum fee and hourly rates for all employees who will be performing services.
- c. Offeror's qualifications, experience, time commitments, and professional staff to be assigned to the program. Identify key staff to be assigned and submit individual staff resumes.

- d. Offeror's familiarity with the CDBG Program and similar loan and grant programs administered by the Federal Government, State, or Cambria County.
- e. Does the Offeror qualify as a small, minority and/or female owned business, or is the firm considered a Section 3 business firm.
- f. Offeror's familiarity with the City of Johnstown, the conditions of the area and previous engineering work experience in the City.
- g. Current certification of SAMs and a UEI number.

E. SELECTION:

The city of Johnstown will review all proposals and make a selection based on the following criteria and will rate and rank according to the following points assigned to each selection criteria:

1. Professional qualifications of key staff to be assigned to perform the services	25 Points
2. The firm's and key staff's experience in Federal, State, and Cambria County funded programs	30 Points
3. Familiarity with the City of Johnstown	15 Points
4. Small Business Firm	2.5 Points
5. Minority owned Enterprise	2.5 Points
6. Women owned Enterprise	2.5 Points
7. Section 3 Firm	2.5 Points
8. Reasonableness of Compensation	20 Points
TOTAL	100 Points

It should be noted that the award of the Contract will be made to the firm or individual submitting a proposal that is most advantageous to the City.

The City will review the proposals and make an award. Proposals may be held by the City for a period not to exceed sixty (60) days from the date of opening of the proposals for the purpose of reviewing said proposals and investigating the qualifications of the successful provider, prior to awarding the contract. Unsuccessful bidders will be notified immediately after the City Council awards a contract.

The Request for Proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal pursuant to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of the City to do so.

F. GENERAL INFORMATION:

The Consulting Engineer will comply with Title VI of the Civil Rights Act of 1964 (P.L. 99-352), as amended, and all applicable Federal and State civil rights statutes.

The Contract that may result from this Request for Proposals is subject to the Federal Supplemental Conditions, as issued by the U.S. Department of HUD.

The City welcomes proposals from small, minority, and/or female owned firms and individual minority and female professionals. Attention is called to the fact that employees and applicants for employment are not discriminated against because of race, color, age, religion, sex, disability, familial status or national origin.

For further information or any questions, please contact Mr. John Rutledge, Planning Director, City of Johnstown, Department of Community and Economic Development, 401 Main Street, Johnstown, PA 15901; or by calling (814) 539-2504, Extension 110 during normal business hours or via email at jrutledge@johnstownpa.gov.

The City of Johnstown is an Equal Opportunity Employer.