



TO: Professional Service Provider

FROM: Geralee Zeigler, Program Manager *GZ*  
Community Services Division – Flood Resiliency

DATE: May 7, 2024

SUBJECT: Request for Quotations  
Consulting/Engineering Firms  
Flood Mitigation Assistance–Capability & Capacity Building–Flood Resiliency Study  
Borough of Selinsgrove, Snyder County

Attached, please find a Request for Quotations (RFQ) for Consulting/Engineering Services associated with the Borough of Selinsgrove’s Flood Mitigation Assistance (FMA) – Capability & Capacity Building (C&CB) – Flood Resiliency Study. The project is being funded through the Department of Homeland Security, Federal Emergency Management Agency under the Federal Fiscal Year 2022 FMA grant program, acting through the Pennsylvania Emergency Management Agency and the Borough of Selinsgrove.

Quotations are to be submitted to me, Geralee Zeigler, Program Manager, Community Services Division – Flood Resiliency at SEDA-Council of Governments, according to the directions provided in the enclosed RFQ, no later than 11:00 AM on Tuesday, May 28, 2024, at which time the quotations will be opened publicly. Quotes that are faxed or e-mailed cannot be accepted.

I am hopeful that your firm will be interested in this RFQ. If you have any questions or concerns regarding the attached information, please contact me. My contact information can be found in the RFQ. Thank you.

Attachments





# REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$250,000.  
Advertisement is not required

**REQUEST FOR QUOTATIONS  
FOR  
PROFESSIONAL  
CONSULTING/ENGINEERING  
SERVICES**

**BOROUGH OF SELINGROVE  
FLOOD RESILIENCY STUDY  
SNYDER COUNTY, PENNSYLVANIA**



Quotations Solicited by:

SEDA-Council of Governments  
*On behalf of Selingsrove Borough*  
201 Furnace Road, Lewisburg, PA 17837  
Contact: Geralee Zeigler, (570) 524-4491 ext. 7218

## REQUEST FOR QUOTATIONS

The Borough of Selinsgrove is seeking quotations from consulting/engineering firms that wish to provide services to undertake a Borough-wide Flood Resiliency Study. Complete quotation details, including the required quotation format, may be obtained by contacting:

Geralee Zeigler, Program Manager  
Community Services Division – Flood Resiliency  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Quotation details are also available at: [Request for Proposals / Quotes – SEDA Council of Governments \(seda-cog.org\)](#)

Quotations will be accepted until 11 a.m. prevailing time, May 28, 2024, at which time they will be publicly opened at the offices of SEDA-Council of Governments (SEDA-COG), 201 Furnace Road, Lewisburg, PA 17837. Quotations shall be on the forms required, sealed and clearly marked on the outside, "Borough of Selinsgrove – Flood Resiliency Study", and submitted to:

Geralee Zeigler, Program Manager  
Community Services Division – Flood Resiliency  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

**Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

This project has been financed in part by federal funding from the Department of Homeland Security, Federal Emergency Management Agency under the Federal Fiscal Year 2022 Flood Mitigation Assistance grant program, acting through the Pennsylvania Emergency Management Agency and the Borough of Selinsgrove.

**REQUEST FOR QUOTATIONS  
PROFESSIONAL CONSULTING/ENGINEERING SERVICES  
BOROUGH OF SELINGSGROVE  
FLOOD RESILIENCY STUDY  
SNYDER COUNTY, PENNSYLVANIA**

The Borough of Selingsgrove, proposes to use a recently approved Flood Mitigation Assistance grant program, Capability & Capacity Building (C&CB) activity to undertake a Flood Resiliency Study. The following narrative outlines the major responsibilities of the proposers. The Borough-wide Study shall enhance local floodplain management with an exploration to reduce or eliminate risk and damage from future flooding, promote a culture of preparedness, and to increase overall resiliency. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Consulting/Engineering responsibilities not currently identifiable.

Quotations shall include the attached "Standard Consulting/Engineering Estimate" and be submitted to:

Geralee Zeigler, Program Manager  
Community Services Division – Flood Resiliency  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

All quotations shall be sealed and clearly marked on the outside, "Borough of Selingsgrove – Flood Resiliency Study", and must be received by 11 a.m., prevailing time, May 28, 2024, at which time they will be publicly opened at the offices of SEDA-Council of Governments (SEDA-COG), 201 Furnace Road, Lewisburg, PA 17837.

Questions regarding this quotation should be directed to:

Geralee Zeigler, Program Manager  
Community Services Division – Flood Resiliency  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837  
570-524-4491  
gzeigler@seda-cog.org

## **INTRODUCTION**

The Borough of Selinsgrove is a riverine community located within the floodplain of the Susquehanna River, Penn's Creek and its tributaries which makes up approximately one third of the Borough, affecting residences, businesses, institutions, and infrastructure. A well-known characteristic of Selinsgrove Borough is that a portion of its residential population exists on a narrow 5-mile-long peninsula, called the Isle of Que, which is situated between Penn's Creek and the Susquehanna River. The Borough is a participant in the Community Rating System (CRS) program and maintains a Class 7 rating, giving flood insurance policy holders a 15% discount.

## **PROJECT DESCRIPTION**

The Borough of Selinsgrove desires to complete a Borough-wide Flood Resiliency Study to improve its ability to withstand flooding events by enhancing knowledge, skills, and expertise of its current work force and beyond. The Flood Resiliency Study will expand upon the Borough's current administration of floodplain management to support loss avoidance, residential and business flood event impacts, reduced community lifelines, and increase resiliency as a whole. This Study will examine the best flood event procedures for the Borough to promote to its residents, property and business owners on what to do Before, During, and After a flood event, including but not limited to, 1.) Education before a flood event, 2.) Procedures to follow during a flood event, 3.) Closeout, clean up, reporting methods after a flood event to rapidly recover. This thought-provoking effort will stimulate Borough residents and property/business owners to examine their respective structure or situation and explore flood insurance or mitigation techniques specific to their need. The outcome of this endeavor will further strengthen the Flood Mitigation Assistance (FMA) program's ideology to mitigate and reduce damage/future losses to the National Flood Insurance Program (NFIP).

As an active and engaged CRS community, Selinsgrove Borough seeks that part of the Study's exploration shall lead to the creation of standardized/comprehensive flood related messaging and the generation of printed materials (signage, stickers, business cards, pre-printed packets), along with the investigation of the feasibility to design a website or space to hold all educational materials for residents to access. The tangible printed messaging products will be disseminated Borough-wide and also available at Borough offices to coincide with current and future CRS credited activities surrounding outreach projects.

## **SCOPE OF WORK**

This section provides the general base scope of work for Selinsgrove's Flood Resiliency Study. Completing the following minimum objectives are a requirement of undertaking the Study:

### **Examination of Best Flood Event Procedures**

The Consultant/Engineer must examine the best flood event procedures for Selinsgrove Borough to promote to its residents, property and business owners on what to do Before, During, and After a flood event. This includes, but is not limited to:

- Education before a flood event,
- Procedures to follow during a flood event,
- Closeout, clean up, reporting methods after a flood so the Borough as a whole can rapidly recover.

### Creation of Standardized/Comprehensive Messaging

The Study shall lead to the creation of standardized/comprehensive flood related messaging and the generation of printed materials (signage, stickers, business cards, flyers, pre-printed packets) with an emphasis on these materials giving the Borough CRS credit for these activities, where applicable.

The ultimate goal of the printed material and published messaging shall support the NFIP's CRS program which is:

- Reduce and avoid flood damage to insurable property,
- Strengthen and support the insurance aspects of the NFIP,
- Foster comprehensive floodplain management.

### Feasibility to Design Website/Location for Educational Materials

The Consultant/Engineer must investigate the feasibility of designing a website or a location for the Borough to hold all educational materials for residents, property and business owners to access.

### Historic District Consideration

The Borough of Selinsgrove currently does not have boundaries for a Historic District; however, this is a topic that they wish to explore. The Consultant/Engineer must investigate the benefits of creating an overlay district that could encompass homes located in and out of the Special Flood Hazard Area (SFHA). This Study will be used to help the Borough begin identifying and laying the groundwork to create a Historic District Ordinance or create an overlay district to add to their current Zoning Ordinance. Special attention is to be given to best floodplain management practices within the Historic District and its contributing structures within SFHA in an effort to assist with flood remediation and access to potential funding sources.

### Master Binder, Electronic Database, Physical Database

The Study shall identify ways to implement and create a 'master' floodplain binder, electronic database, or physical database for Borough Staff to utilize when implementing Before, During, and After procedures. Standard Operating Procedures must be created for use by the Borough, Floodplain Administrator, Public Works, Police, Fire Department, EMA Coordinator, Snyder County personnel, Mayor and Borough Council, Zoning Office, and Volunteers.

### Public Meetings

The successful proposer shall coordinate and conduct three community meetings.

- The first meeting will be a kick-off meeting to include the successful proposer outlining the scope of work to be performed and data gathering/listening meeting with various stakeholders including but not limited to: elected officials, Borough staff, residents, and property/business owners.
- A Draft Report shall coincide with a presentation to the public to obtain comments and feedback from any/all interested parties. The comments and feedback are expected to be incorporated into the Final Report, along with the final presentation.
- The final public meeting will be a delivery of the Study's findings.

## Final Report

A Final Report is a requirement of this Study and shall explore all items identified under the Scope of Work, at minimum. The successful proposer must produce three (3) hard copies of the Final Report upon completion, as well as an electronic copy. The Study will be a public document and shall be published on the Borough's website.

## TERMS OF PAYMENT

The successful proposer will be required to enter into a written Professional Services Agreement with the Borough of Selinsgrove, which will incorporate the information contained in this Request for Quotations. The Consultant/Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quotation. Payment shall be made to the Consultant/Engineer on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts.

## MBE/WBE GOALS

It is the public policy of Selinsgrove Borough, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds. Selinsgrove Borough has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with federal funding.

## CONTRACTOR RESPONSIBILITY

1. **Definition.** For the purpose of these provisions, the term "Contractor" means as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth. The term also includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.
2. **Contractor Representations.**
  - i. The Contractor represents for itself and its subgrantees, contractors, and subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this agreement, that neither the Contractor, nor any of its subgrantees, contractors, and subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot make this representation, the Contractor shall submit, along with the agreement, a written explanation of why the certification cannot be made.
  - ii. The Contractor represents that, as of the date of its execution of this agreement, it has no tax liabilities or other Commonwealth obligations, or has filed a timely



administrative or judicial appeal, if any liabilities or obligations exist, or is subject to a duly approved deferred payment plan if any liabilities exist.

3. **Notification.** The Contractor shall notify the Commonwealth if, at any time during the term of the agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best of its knowledge, any of its subgrantees, contractors, or subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. The Contractor shall provide this notification within 15 days of the date of suspension or debarment.
4. **Default.** The Contractor's failure to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government constitutes an event of default of the agreement with the Commonwealth.
5. **Reimbursement.** The Contractor shall reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this agreement or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. These costs include, but are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
6. **Suspension and Debarment List.** The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment list tab.

#### **NONDISCRIMINATION / SEXUAL HARASSMENT CLAUSE**

The Borough of Selinsgrove and any contractor or subcontractor must abide by the following:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and

applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.

4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee,

contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

### **QUOTATION SUBMISSION AND EVALUATION**

Three (3) copies of the quotation must be submitted to:

Geralee Zeigler, Program Manager  
Community Services Division – Flood Resiliency  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Quotations must be received no later than May 28, 2024. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by the Borough of Selinsgrove and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Cost.
- Adequacy of quotation in the terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience, past performance, capacity.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Proposer's commitment to the obligations of Selinsgrove Borough's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating quotations. Accordingly, SEDA-COG will not publish quotation cost summaries. Proposers are, however, invited to attend the opening.

### **REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar consulting/engineering services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

Selinsgrove Borough reserves the right to accept or reject any and all quotations or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**STANDARD CONSULTING/ENGINEERING ESTIMATE**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE E-MAIL: \_\_\_\_\_

I. Professional Consulting Services

- a. Examination of Best Flood Event Procedures
- b. Creation of Standardized/Comprehensive Messaging
- c. Feasibility to Design Website/Location for Educational Materials
- d. Historic District Consideration
- e. Master Binder, Electronic Database, Physical Database
- f. Public Meetings
- g. Final Report

\$ \_\_\_\_\_

II. Number and Frequency of Meetings Anticipated

\_\_\_\_\_

Additional Project Team Meetings:

Lump sum cost for additional meetings  
if requested by the Borough of Selinsgrove

\$ \_\_\_\_\_

TOTAL LUMP SUM:

\$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Consultant/Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the \_\_\_\_\_ Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) \_\_\_\_\_

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.  
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name: Borough of Selinsgrove – Flood Resiliency Study
Address:	Bid Opening Date: 5/28/2024
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received  (Please mark NR if no response was received)	Total Dollar Amount Awarded  (If not awarded indicate reason)
Prepared By:			Title:		

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

## MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

*Where the goals are not met*, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

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Company Name

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Signature

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Date