

**Advertisement for Engineering Services for a Municipal Engineer
Altoona City, Blair County**

Request for Statements of Interest/Statement of Qualifications

Notice is hereby given that the City of Altoona will retain an engineering firm to act as the City's Municipal Engineer on projects involving State and/or Federal Aid funds. The selection of the Municipal Engineer will be valid for no more than 5 years. The firm must be a registered ECMS Business Partner. The scope of the services includes but is not limited to: studies, roadway design, bridge design, misc. services during construction, NBIS bridge inspection, general municipal engineering tasks, right-of way acquisitions, construction management, and construction inspection.

The City of Altoona will establish an order of ranking of a minimum of 3 firms for the purpose of negotiating an Agreement based on the City of Altoona's evaluation of the Statements of Interest received in response to this solicitation. The final ranking will be established directly from the Statements of Interest. The Statements of Interest will be limited to 10 pages and shall be presented utilizing ECMS General Requirements in three (3) hard copies and one (1) copy on disc.

The City of Altoona will utilize the normal selection process, which includes interviewing the top 3 shortlisted firms, in their determination for professional engineering services.

The following factors, listed in order of importance, will be considered by the City of Altoona during the evaluation of the firms submitting Statements of Interest:

1. Professional qualifications necessary for satisfactory performance of potentially required services;
2. Any specialized experience and technical competence in the type of work that may be required;
3. The firm's capacity, or availability of technical staff, to accomplish work in required time frames;
4. Knowledge of the Municipality; and
5. Specific experience and/or qualifications related to any other appropriate evaluation criteria.

The City of Altoona encourages responses from small firms, minority firms, and firms that have not previously performed work for the City of Altoona. For federally funded agreements assigned to the Municipal Engineer exceeding \$100,000, there may be a DBE goal may be requirement. If the prime is not a DBE firm, a DBE engineering firm may be selected specific to each project need and can be added at a later time upon approval by the City of Altoona. Specific DBE firms do not need to be identified in the Statement of Interest.

The assignment of the above services will be made to one of the firms responding to this notice, but the City of Altoona reserves the right to reject all letters of interest submitted, to cancel the solicitations requested under this notice, and/or to re-advertise solicitation for these services.

The City of Altoona also reserves the right to solicit for additional professional engineering services, other than those from the Municipal Engineer, specifically for City funded projects that the City of Altoona deems appropriate and in the best interest of the City of Altoona.

Firms interested in performing this work are invited to submit a Statement of Interest to Samantha Rogers, Engineering Office Supervisor, 1301 12th Street, Altoona Pa 16601. All Statements of Interest must be submitted to the City of Altoona by April 5, 2024. Firms submitting a Statement of Interest document that does not comply with the above requirements will not be considered.

Project discussion will be in the form of Questions and Answers.

Contact information for project discussions:

Samantha Rogers
srogers@altoonapa.gov
Phone 814-949-2446

Nathan P. Kissell, Public Works Director
ATTEST: Linda M. Schellhammer, City Clerk

A handwritten signature in blue ink, appearing to be 'LMS', is written over the text 'ATTEST: Linda M. Schellhammer, City Clerk'.

ADVERTISE: March 8, 2024