

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Traffic Engineering Services **North Penn High School**

Bid Summary

The North Penn School District is hereby soliciting request for proposal: **Traffic Engineering Study – North Penn High School**

All bids shall be submitted on the enclosed district forms. The sealed bid proposal package should also include:

- Completed and notarized Non-Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- 3 copies of the response

The North Penn School District is exempt from Pennsylvania state sales tax.

Sealed responses will be accepted for the **Traffic Engineering Study until January 27, 2022, at 1:30 p.m.** **Sealed responses must be clearly labeled Traffic Engineering Study and delivered to Thomas Schneider at the Support Services Center, 630 W 8th Street, Lansdale, PA 19446.** The responses will be publicly opened via Zoom Meeting at 2:00 p.m. the same day. Directions to the Zoom meeting will be posted 30 minutes prior to the opening at www.npenn.org/bidspec.

All questions regarding this bid should be directed to:

Thomas W. Schneider
Director of Facilities & Operations
630 West 8th Street
Lansdale, PA 19446
215-853-1140
schneit@npenn.org

North Penn School District
Lansdale, Pennsylvania 19446

General Conditions for Bid

1. The North Penn School District Board of School Directors invites bidders to submit sealed bids for **Traffic Engineering Study**.
2. **Bids will be accepted until 1:30 PM on Thursday, January 27, 2022.** The responses will be **opened at 2:00 PM on January 27, 2022 via Zoom**. Please see NPSD website, www.npenn.org/bidspec, for Zoom meeting details one hour prior to the bid opening.
3. The bid must be submitted in a sealed envelope and clearly marked on the outside, **“Traffic Engineering Study”**
4. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful bidder shall bid in strict accordance with the specifications as set forth. **No substitutions or alternates are permitted.**
6. Not Applicable
7. **Work must be completed by April 30, 2022. If you cannot meet this requirement, please indicate in the bid the expected completion date.**
8. The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of sixty (60) days from the date of bid opening.
9. Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all delivery charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity times the unit price for each item.
10. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
11. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
12. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.
13. In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.
14. Invoicing: Invoices must be submitted for each individual school and completely itemized. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.

15. **DISCRIMINATION PROHIBITED:** According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
- 15.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub- contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
 - 15.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
 - 15.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
 - 15.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.
16. **INSURANCE:** The successful bidder must maintain in full effect the following minimum insurance coverage:
- 16.1 General Liability Insurance – General liability insurance coverages shall be provided by commercial general liability policy on an occurrence basis. The policy date or retroactive date shall predate the contract. The termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of the contract or later if otherwise specified in this request for bid. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees
 - Bodily Injury: \$1,000,000 per occurrence/\$2,000,000 in aggregate
 - Property Damage: \$1,000,000 per occurrence/\$2,000,000 in aggregate
 - 16.2 Automobile Liability (Including owned, on-owned and hired vehicles).
 - Bodily Injury: \$1,000,000 single combined limit
 - Property Damage: \$1,000,000 single combined limit
 - 16.3 Workers' Compensation and Employers' Liability
 - Employers' Liability: \$500,000 per occurrence/\$1,000,000 in aggregate
 - Statutory limits for Workers' Compensation
 - 16.4 If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$100,000.
 - 16.5 Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverage required above. Contractor agrees to provide to District a certificate of insurance evidencing such coverage and designating District as an additional insured as its interest may appear for both the General and Automobile Liability programs, such certificate to be provided by July 1st of each Contract Year, or on renewal of such policies. All insurance policies shall provide that no coverage shall be canceled except by thirty (30) days' written notice to Contractor and District. Insurer shall maintain a minimum A.M. Best's & Company rating of A or Contractor shall obtain insurance from a company mutually agreed upon between Contractor and District. Upon request, Contractor shall provide District with a certificate of insurance as evidence of having statutory workers' compensation coverage at levels and in forms required by the laws in which Contractor shall operate for this Agreement. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor or Subcontractors.

17. HUMAN RELATIONS ACT: The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
18. COMPETENT WORKERS: According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.
19. STANDARD OF QUALITY: The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
20. COMPLIANCE WITH POLICY/LAW: Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.
21. ADDENDUMS: If the need arises for an addendum to the bid specifications the district will post the clarification to www.npenn.org/bidspec no later than June 18, 2021. It is the responsibility of bidders to ensure all addendums have been reviewed prior to submission of the bid.

North Penn School District
Lansdale, Pennsylvania 19446

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

For Bid for Traffic Engineering Study

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers.

I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently
(name of my firm)
under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material
(name of my firm)
and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District
Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation	_____
Name: _____	Partnership	_____
Address: _____	Individual	_____
Principal Office: _____	Joint Venture	_____
Phone: _____	Other	_____

1. How many years has your organization been in business as a vendor/contractor?

2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at

this _____ day of _____, 20____.

Name of Organization: _____

By: _____

Title: _____

8. _____ being duly sworn deposes and says that he/she is the
_____ of Vendor/Contractor and that answers to the foregoing questions
and all statements therein contained are true and correct.

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.

Traffic Engineering Services - Request for Proposals

North Penn School District – Proposed 9th Grade Center at North Penn High School

North Penn School District is currently undertaking a master planning project for the high school site (location noted below) in order to determine the impact of locating the ninth grade programs for the district on the current high school site. The district desires a traffic study to determine overall local impacts related to bringing that grade structure to this site. The scope of work is described below.

Project Description

North Penn School District is soliciting proposals from qualified traffic engineering firms to prepare traffic engineering services including a Traffic Impact Study associated with a proposed 9th Grade Center to be located on the school district's high school property along with other high school building renovations. The high school property is located along South Valley Forge Road (State Route 363) in Towamencin Township, Montgomery County, PA and includes the district's bus transportation center. The proposed scope of the project includes the construction of a new 200,000 s.f. expansion of the high school which might become a 9th Grade Center that will accommodate up to 1,000 9th students and 125 staff on site. It should be noted that the importance here is that the district will be moving the 9th grade population out of the current middle schools and bringing students, staff and school related vehicle circulation to this site for that additional grade structure. The existing high school currently accommodates 10-12th grades with an existing enrollment of 3,100 10-12th grade students and existing staff count of 400. The 2021-22 bell schedule for North Penn High School is 7:21AM and 2:12PM. The existing access driveways from South Valley Forge Road (SR 363) and Snyder Road will continue to be utilized for buses, student drivers, parent drop-off and pick-up, and for teachers and visitors to the school.

The district transportation center bus garage) is currently located on this site. There are three alternatives for the transportation center and each one will require a separate analysis. The alternatives are as follows:

1. Leave the current transportation center in its current location on the high school site
2. Chose a new location for the transportation center on the current site but all traffic will continue to flow to and from this property (internal circulation may be different)
3. Move the transportation center off site to a new location. That off-site location is to be determined

Basic Scope of Services

The scope of services includes the work required to performing a detailed traffic impact study that might eventually be submitted to Towamencin Township as part of a Land Development Application for the 9th Grade Center and High School renovation work. The study, will though, become a due diligence tool to aid the district in the current master planning process they are undertaking for this proposed project.

Task 1 - Scoping

The firm awarded the work shall meet with the School District to confirm the scope of the project, existing and projected student/staff populations, and operational parameters including existing and proposed site access and traffic circulation patterns for buses, parents, students and staff. The firm shall also meet with the Township Traffic consultant to confirm the scope of the study including study intersections and methodology. Finally, the firm shall submit a Scoping Application to PennDOT and attend a scoping meeting with PennDOT to confirm final study parameters including study intersections,

required calculations and to discuss anticipated required improvements. The Basic Scope of Services shall include these meetings and PennDOT Scoping Application culminating in final scope confirmation.

Task 2 – Traffic Impact Study

Based on standard traffic engineering practice and to satisfy the Township's Ordinance requirements (see Towamencin Township Subdivision and Land Development Ordinance Section 136-703.I. "Traffic impact study"), a traffic impact study of the surrounding road network and adjacent signalized and unsignalized intersections during the weekday morning school peak and weekday afternoon school peak for existing conditions, future conditions without the proposed development and future conditions with the proposed development shall be provided. This task shall include all work required to prepare a traffic impact study for submission to Towamencin Township and PennDOT in accordance with the Township Ordinance and PennDOT requirements including the following:

1. Complete traffic counts, as well as vehicle and student data information received from North Penn School District to develop weekday morning school peak and weekday afternoon school peak vehicle turning movement counts at the following study area intersections:
 - a. Sumneytown Pike and Valley Forge Road (SR 363) – signalized
 - b. Snyder Road and Valley Forge Road (SR 363) – unsignalized
 - c. Snyder Road and Troxel Road (SR 1004) – unsignalized
 - d. Snyder Road and site access - unsignalized
 - e. Valley Forge Road and site access – signalized
2. Perform a field inventory of the physical and operational characteristics of the adjacent roadway system. This includes documentation of roadway widths, lane widths, lane usage, traffic control devices, photographs of the study area intersections, as well as documentation of the available sight distances at the proposed access locations, as appropriate, and posted speed limits, etc. As part of this step, firm shall also obtain copies of the signal permit plans and any corresponding system plan for the area.
3. Evaluate existing 2021-22 traffic conditions for the study area intersections, including detailed capacity/level-of-service and queuing analysis for the weekday morning and weekday afternoon school peak hours utilizing Synchro's Highway Capacity Manual Methodology.
4. Forecast the peak hour traffic volumes without-proposed development for the future build-out year based upon PennDOT's traffic growth data for the study roadways. (Build-out year to be verified)
5. Evaluate future build-out year traffic conditions without development, including detailed capacity/level-of-service and queuing analysis for the peak hours utilizing Synchro's Highway Capacity Manual Methodology.
6. Estimate the daily and peak hour trip generation for the proposed 9th Grade Center based on data contained in the Institute of Transportation Engineers publication, Trip Generation, latest Edition for this land use, and information available from the School District pertaining to parent drop-off, pick-up, and buses from existing conditions at district middle schools.

7. Develop trip distribution assumptions based upon the existing traffic patterns in the area for the parcel. The development-generated traffic to/from the proposed site will then be assigned to the study area intersections for the two peak hours, which will result in the future with-proposed development traffic volume projections.
8. Evaluate the future build-out year traffic conditions with proposed development, including detailed capacity/level-of-service and queuing analysis for the peak hours utilizing Synchro's Highway Capacity Manual Methodology.
9. Prepare level-of-service and queue summary tables for the study area intersections detailing the existing, without-proposed development and with-proposed development conditions for the future build-out year.
10. Prepare a traffic impact study report containing analysis results, major findings, conclusions, and recommendations. A draft report, complete with narrative, tables, graphics, and supporting technical appendices, shall be submitted for client review prior to submission to the Township and PennDOT.

Fee Proposal

Proposals shall provide a lump sum fee for the Basic Services described above.

In addition, a budgetary estimated fee (hourly) shall be provided for each of the following:

1. Project Team Coordination and Support.
 - a. This task shall include coordination with the project team, design support and coordination with the architect and site engineer in their preparation of the site sketch plan and site plan design (e.g., queuing analysis support etc.). Include a budgetary estimate for up to twenty (20) hours of design support by senior level design consultant.
2. Study Revisions resulting from review comments by Township and/or PennDOT. Include a budgetary estimate for up to two (2) revisions to the study due to Township and/or PennDOT comments.
3. Additional Meetings beyond those described in Task 1 above. Include a budgetary estimate for preparation, travel and attendance at up to a total of ten (10) Township (including public meetings), PennDOT, or Owner/Design Team meetings.
4. Reimbursable expenses.

Add Alternate Services (Optional)

Firms are encouraged to include scope and fee for add alternate services in the proposal beyond what is described in the Basic Services above should it be thought that additional study work (e.g., study intersections, pedestrian study etc.) will likely be required, or if it is believed there are additional value add alternate services that can be provided to North Penn School District for this project beyond those described in this RFP.

Additional Professional Services

If during the course of the work, the Township or PennDOT require additional study work beyond what is described in this RFP or what is specifically required in the Township Subdivision and Land Development Ordinance requirements for Traffic Impact Studies (see Towamencin Township Subdivision

and Land Development Ordinance Section 136-703.I. "Traffic impact study"), the work shall be considered as additional services to be contracted.