

## POLICY AND PROCEDURE FOR CONSULTANT SELECTION

The following procedures have been adopted by the Potter Township as authorized by action of the Board of Supervisors on 09/16/2024. These procedures shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering agreements.

Name of Municipality  
Mayor, Supervisors, Council, etc.  
date

Upon being notified of the need to initiate engineering services on a project, the Public Works Superintendent shall analyze the Potter Township forces to determine if the services of a consulting firm are necessary. The analysis regarding the need to engage consultants will be documented in the project file. (If the Municipality has no capability to provide in-house engineering services, this paragraph should be revised or deleted accordingly).

Director of Public Works, Municipal Engineer, etc.  
Municipality

A detailed scope of work, describing the project, its location, and services required, will be prepared (if the Municipality, Township, etc., has the capability to prepare an engineering cost estimate, one should be prepared to compare with the consultant's proposal).

An advertisement including the DBE Goal Request will be submitted in ECMS to PennDOT's Contract Management Section. Advertising the request for statements of interest from consulting firms interested in performing the required engineering services is governed by municipal Home Rule Charters, codes or statutes. The advertisement may need to appear in at least one newspaper of general circulation.

The advertisement will include the following information:

- a) Location and brief description of the required engineering services.
- b) Indication of the method of procurement as competitive negotiations;
- c) A statement that the Potter Township encourages responses from small firms, minority firms, and firms who have not previously performed work for the Potter Township.
- d) The Disadvantaged Business Enterprise Goal, if any. Or nondiscrimination provisions to encourage the prime to notify DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
- e) A statement that indicates whether the modified or normal selection method will be used.
- f) A list, in order of importance, of the selection criteria against which the statements of interest will be reviewed.
- g) A requirement that responding consultants must be registered business partners in ECMS with their qualification packages submitted prior to the submission of the SOI.
- h) Outside of ECMS, include contact information for project discussions and a description of the method of discussion. For ECMS, a statement must be included in the advertisement stating that all questions and answers are required to go through ECMS's "Questions and Responses" forum. If oral presentations are required, it must be stated in the advertisement.
- i) Cut-off time for response to the advertisement (minimum of two weeks).

Note: For a Municipal Engineer advertisement, the Municipality has the option of submitting their advertisements for approval electronically in ECMS or by email, for newspaper advertising, as required by their Home Rules Charters, and for publishing paper advertisements in ECMS to ECMS\_Local\_Advertisements@pa.gov.



The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement Agreement have been fully executed, and notification of this fact has been received by the Potter Township Municipality .

The Board of Supervisors Mayor, Council, Board of Supervisors, etc. will designate a person to perform liaison activities between the Potter Township Municipality , the Department, and the consultant.

The Potter Township Municipality will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing the federal funds to the Potter Township Municipality . The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, monthly (or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the Potter Township Secretary/Treasurer responsible individual of the Municipality , it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of services and payment of the final invoice, a joint review will be made by the Department and the Potter Township Municipality to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

The Potter Township Municipality's designated liaison person will complete copies of the Form D-429, "Past Performance Report for Consultant Engineers", see Appendix 7F or Form D-429 CI, "Past Performance Report for Consultant Engineers Construction Inspection", see Appendix 7G. For projects that were entered in ECMS, the evaluations can be completed in ECMS.

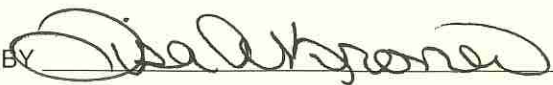
It is understood and made part of these procedures that the employees of the Potter Township Municipality will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the Potter Township Municipality , by order of the Board of Supervisors Mayor, Council, Board of Supervisors, etc.) .

Now, Therefore Be It Resolved that the Board of Supervisors Mayor, Supervisors, Etc. of the Potter Township Municipality have adopted these policies and procedures for engineering by consultants and will adhere to the rules and regulations of the Department.


NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors Mayor, Supervisors, Etc. this 16th day of September , 20 24 , on behalf of the Potter Township Municipality hereby accept the aforesaid policies and procedures.

UPON MOTION DULY MADE and seconded, the above resolution as adopted the day and year set forth above.

ATTEST:

BY  Secretary

Title

Potter Township Municipality  
BY  Vice-Chair, Board of Supervisors

Title