



DEPARTMENT OF PUBLIC WORKS  
1301 - 12TH STREET, SUITE 300  
ALTOONA, PA 16601-3491  
814-949-2446 FAX: 814-949-2442

DAVID L. DIEDRICH, P.E.  
DIRECTOR

## LEGAL NOTICE

Notice is hereby given that the City of Altoona will retain an Engineering Firm for an open-end contract for engineering services.

The contract will have a completion date of December 31, 2015, with projects assigned on an as-needed basis. The contract will be effective January 1, 2015 to December 31, 2015, with projects assigned on an as-needed yearly basis. The City reserves the right to renew the contract on a yearly basis.

The firm will be required to provide sufficient office personnel, managers, engineers, technicians and clerical staff to support the required functions. In addition, the firm selected may be required to attend pre-bid meetings and pre-construction conferences for each project.

The engineer shall perform such duties as directed by the City, and as further modified and described in Section 1503, Article XV, of the Third Class City Code.

The selected firm may be required to provide, including but not limited to, the following services:

Onsite Pennsylvania Department of Transportation certified FHWA construction inspections, perform design work involving bridge design, land surveying, topographic survey, GPS surveying, aerial mapping, civil, mechanical, architectural and electrical engineering services, feasibility study reports, traffic study analysis, structural design, structural analysis, highway design, landscape architectural services.

Responses are encouraged by small engineering firms, minority-owned engineering firms, and other engineering firms who have not previously performed work for the City of Altoona.

A Letter of Interest must be submitted and each letter must include the following information:

1. Federal Identification Number
2. Updated Form 254 – "Architect-Engineering and Related Services Questionnaire"

The aforementioned information is not required if it is already on file with the Consultant Selection Committee and **not more than one year old**.

The Letter of Interest and required information must be received by the Consultant Selection Committee on or before 4:00 PM, local prevailing time, Monday, November 10, 2014. Any Letters of Interest received after this time and date will be returned. The City of Altoona is not responsible for letters mailed and not received.

The Consultant Selection Committee will use the Municipal Modified Selection Process in accordance with the Pennsylvania Department of Transportation Publication 93.



1. Specialized experience and technical competence of firms with municipal work.
2. Past record of performance with respect to design, work quality, and ability to meet schedules. The specific experience of individuals who constitute the firm shall also be considered.
3. Current work load and capacity of firm to perform the work within time limitations.
4. Presentation to the City Engineer, Office Engineer and Chief Inspector.

Questions concerning this solicitation must be in writing and sent to the attention of Jane Gill by Email to [jgill@altoonapa.gov](mailto:jgill@altoonapa.gov). Our response will be sent via return email. **No** verbal communications will be accepted.

Firms interested in performing the above services are invited to submit Letters of Interest to:

Mr. David L. Diedrich, P.E.  
Consultant Selection Committee  
Altoona City Hall  
1301 – 12<sup>th</sup> Street, Suite 300  
Altoona, PA 16601-3491

Advertise:      October 20, 2014