

**NORTH PENN SCHOOL DISTRICT  
Lansdale, PA 19446**

**REQUEST FOR PROPOSAL**

**NORTH PENN HIGH SCHOOL  
RENOVATIONS AND ADDITIONS**

**STORMWATER INFILTRATION STUDY SERVICES  
APRIL 2024**

The North Penn School District (“NPSD” or “Owner”) invites Geotechnical Firms (each, a “Firm”) licensed to do business within the Commonwealth of Pennsylvania to submit proposals (each, a “Proposal”) providing full-service geotechnical investigation for NPSD’s High School Additions and Renovations located at 1340 S. Valley Forge Road, Lansdale, PA 19446 (the "Project").

**A. PROPOSALS GENERAL INFORMATION**

Proposals must be received by NPSD no later than 2:00 p.m. ET on **Tuesday, April 23, 2024**. The Firm shall submit 2 hard copies and 1 electronic file of the proposal to:

North Penn School District  
Educational Services Center  
401 E. Hancock Street  
Lansdale, PA 19446

The envelope must be marked prominently on the outside **“Proposal for Geotechnical Investigation Services for North Penn High School Additions and Renovations.”**

All questions shall be submitted, via email to:

Thomas Schneider, Director of Facilities & Operations  
[schneit@npenn.org](mailto:schneit@npenn.org)

Before submitting a Proposal, the Firm may visit the site to examine existing conditions as related to the performance of the Work. Contact Thomas Schneider of NPSD at 215-853-1140 or [schneit@npenn.org](mailto:schneit@npenn.org) to make arrangements for site visits. Addendums to address questions and answers will be posted on the District’s website at [www.npenn.org/bidspec](http://www.npenn.org/bidspec) and sent to Firms that attend the non-mandatory pre-proposal meeting.

This RFP is soliciting professional services not required to be bid. It is understood that by requesting this Proposal, the Owner is not incorporating the public bidding process into this solicitation, and nothing contained herein shall create any contractual rights or obligations by and between the Owner and any person or Firm responding to this RFP. All services will be performed in accordance with such specific directions as may be issued by NPSD. The services listed are the minimum services required; each Firm shall provide a list of any other recommended services and associated costs. There is no requirement of a Proposal guarantee.

The Firm understands that the Owner is not responsible for any incurred costs in preparing the Proposal, and the Owner reserves the right to negotiate or select a Firm even if the fee is higher. The Owner also reserves the unrestricted right to reject any and all Proposals or award only portions of the Proposal to separate Firms, or to waive any informalities or technicalities required for the best interests of NPSD.

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**B. PROJECT GENERAL DESCRIPTION AND REQUIREMENTS**

The North Penn School District “NPSD” is seeking a qualified Site Utility Location Service Firm to perform a full investigation of all utilities (above and underground) for the Project.

The proposed project is renovations and additions to the current high school which is approximately a 542,000 gross square foot building on the existing 108 acre site located at 1340 S. Valley Forge Road, Lansdale, PA, 19446. The existing building will receive heavy renovations and additions (size of addition to be determined). The project includes site work, building pad preparation, utilities, storm-water facilities, and parking facilities. The proposal is to perform stormwater infiltration testing services for the Project.

Timeline:

- |  |                |
|--|----------------|
| ▪ Receive proposals for Building Scan Services:        | April 23, 2024 |
| ▪ Review proposals with NPSD (committee meeting):      | April 29, 2024 |
| ▪ Award contract for Services (Regular Board meeting): | May 16, 2024   |
| ▪ Physical survey of property to be completed by:      | June 14, 2024  |
| ▪ Final report submitted by:                           | July 1, 2024   |

The above dates are tentative and are subject to change at the discretion of the NPSD.

The NPSD has included pdf copy of site plan locating the initial test locations. (See Attachment A 1 page) We cannot guarantee the accuracy of these plans. They are being provided for information purposes only.

NPSD has retained the services of D’Huy Engineering, Inc. (DEI) as the Construction Manager (CM). The selected Firm must coordinate all Work through DEI.

Jamie Lynch, Principal  
D’Huy Engineering, Inc.  
One East Broad Street, Suite 310  
Bethlehem, PA 18018  
E-mail: [jpl@dhuy.com](mailto:jpl@dhuy.com)

NPSD has retained SchraderGroup as the Architect of record for the project.

Devon Bradbury, Principal  
SchraderGroup  
161 Leverington Ave APT 105  
Philadelphia, PA 19127  
E-mail: [dbradbury@sgarc.com](mailto:dbradbury@sgarc.com)

SchraderGroup has retained T and M Associates as their Civil Engineer for the project.

Christopher Jensen, PE, Vice President  
T and M Associates  
1700 Market Street Suite 3110  
Philadelphia, PA 19103  
E-mail: [CJensen@tandmassociates.com](mailto:CJensen@tandmassociates.com)

The Firm shall coordinate the schedule of Work with the NPSD and DEI.

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The selected Firm shall call the PA One Call System (1-800-242-1776) in compliance with Act 172 and Act 287 for the locations of underground utilities. It is also the selected Firms responsibility to have the underground utilities verified by a locating service to verify the location of the utilities. If during site examination, layout, or drilling, the selected Firm should encounter any pipeline or other underground utilities, the selected Firm shall prevent damage to the item and immediately notify the Owner. **Each Firm acknowledges and understands that there are natural gas pipelines located on the property.**

**C. SCOPE OF SERVICES**

1. The Firm shall furnish all supervision, personnel, labor, materials, tools, minimum equipment and services, including work zone traffic control, to perform and complete all work required for the Project's infiltration testing.
2. The scope of work the Project will include a complete field investigation, laboratory analysis of soils and a geotechnical analysis with a report.
3. Contact PA One Call to obtain site utility information and verify with a utility locating service.
4. The test pits located within areas of existing paving shall be backfilled, compacted and patched with similar materials and sealed to prevent hazards for pedestrians or vehicles. All areas shall be returned to a condition suitable for the originally intended use including adding topsoil and reseeded where necessary. All athletic fields used by students must be restored with sod.
5. Six (6) exploratory test pits will be conducted, where designated on the site plan, to a depth of ten (10) feet below proposed grade. There are five (5) located in grass area and one (1) located in a paved location. The final locations will be determined in the field from the provided plans. The test pits will be performed to characterize the subsurface soils, locate possible limiting zones and groundwater conditions. Final infiltration test locations and tentative elevation of the bottom of the proposed testing shall be confirmed with the design team prior to testing. Geotechnical Engineer shall provide testing and analysis necessary to verify feasibility of on-site stormwater infiltration and shall provide an analysis on whether or not the stormwater infiltration will cause any potential issues down slope of the site as well as suitability of site for infiltration and recommendation on potential for sinkholes from infiltration. Testing shall be conducted in general accordance with the PADEP Model Stormwater Management Ordinance requirements. Testing shall include a soil morphologic evaluation within each test location including the preparation of a soil profile description that identifies limiting zones.
6. Upon completion of the exploratory test pits, six (6) infiltration tests, (Double Ring Infiltrimeters (DRI tests)) per test pit location, will be prepared and tested in accordance with standard infiltration test procedures. The depth of the infiltration locations will be assumed not to exceed ten (10) feet below existing grade.
7. Infiltration testing will be conducted at the site using double ring infiltrimeters (DRI). These tests will be conducted to determine the infiltration rates of the subgrade soils. The tests will be performed in accordance with the PA BMP Manual for standard infiltration tests procedures. Infiltration capacity of the soil profile shall be determined and will provide a soils report for submittal to approval agency and BCCD with the NPDES application. The successful bidder shall field locate all borings, auger probes, and infiltration test location. All test locations shall be verified with DEI prior to beginning work.

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8. A summary of the findings shall be prepared in a summary letter. The summary letter shall be prepared under the supervision of a Professional Engineer and/or Professional Geologist registered in the Commonwealth of Pennsylvania All infiltration testing is to be witnessed by the Owner or their representative.
9. The successful Firm shall provide all necessary equipment, labor, materials, supplies, and permits for performing the described work in accordance with these specifications. The successful Firm will be responsible for removal and replacement of any items as noted on drawings or as subsequently determined by OWNER and DEI during the site visit.
10. The boxes of soil and rock samples shall be retained by the Geotechnical Engineer.

**D. LABORATORY ANALYSIS AND REPORTING**

1. In order to define the physical characteristics of the soils encountered, laboratory analysis of soils consisting of a USCS classification are to be conducted in accordance with ASTM 2487 standards and specifications. This testing will include Atterberg limits determinations, mechanical gradation analysis and natural moisture tests. As a minimum, two standard classification tests are to be performed on two separate soil samples taken from different locations of the site.
2. The stormwater feasibility analysis and report shall include:
  - a. Geologic Site Evaluation (including terrain description, brief geological history, and surface drainage conditions)
  - b. Description of Subsurface Conditions (including description of exploration and sampling methods, soil identifications and classifications)
  - c. Infiltration Test Pit Logs, Profiles, Locations
  - d. Results of Laboratory Testing
  - e. Results of Infiltration Analysis

**E. PROJECT GENERAL REQUIREMENTS, CRITERIA AND AWARD**

1. The Firm shall cooperate fully with NPSD, D'Huy Engineering, Inc. and their consultants, SchraderGroup and their consultants.
2. The Firm shall supply number and qualifications of the person(s) and Firm who will be performing the requested services. Provide a resume of key personnel, including professionals overseeing the work, laboratory personnel, inspectors, and all consultants anticipated to work on the Project. Provide a listing of which personnel will perform each task required for Services.
3. The Firm must provide all equipment for the completion of the work.
4. The Firm shall comply with all CDC/OSHA, PA-DOH guidelines while completing work.
5. The Firm shall submit representative sample reports for all testing outlined with Proposal.
6. The successful Firm, upon award of Agreement, must adhere to the Owner's specifications and complete the Work as specified. Firm may not sublet any services or labor to another contractor or Firm without the full knowledge and written consent of the Owner.
7. Provide a draft form of Agreement as part of the RFP's response. The final Agreement is subject to review and modification by the Owner's Solicitor.

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8. The selected Firm shall provide certificates of insurance for Comprehensive General Liability on an occurrence basis in an amount of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. The selected Firm shall provide a per Project endorsement to its Comprehensive General Liability Policy aggregate. The selected Firm shall provide Automobile Liability insurance with a minimum combined single limit of liability of One Million Dollars (\$1,000,000) and Workmen's Compensation Insurance at statutory limits and Employers Liability with a policy limit of not less than One Million Dollars (\$1,000,000). There shall be no deductibles applicable to the General Liability and Automobile Liability policies. The selected Firm shall also provide umbrella or excess liability policy of Two Million Dollars (\$2,000,000). The selected Firm will also be required to name Owner as an additional insured. The Certificates of Insurance and insurance policies required by this RFP and Agreement from the successful Firm shall contain a provision that coverages afforded under the policies will not be cancelled or allowed to expire, and written notice shall be provided to the Owner in the event of such cancellation or expiration. The availability of these coverages should be addressed in the Proposal. However, Owner reserves the right, in its discretion, to waive insurance requirements not mandated by applicable law for Firms where circumstances prevent them from meeting the requested coverages. In addition to the certificates of insurance, the selected Firm shall also submit other appropriate evidence (e.g., copy of the policies) that the required insurances have been issued to the selected Firm.
9. Owner requires all personnel not directly employed by Owner to have criminal background checks (Acts 34 and 151), PDE Form 6004 (Act 24 of 2011 and Act 82 of 2012) and FBI finger printing (Act 114) performed prior to being permitted on Owner's property without an Owner representative escort. Background checks shall be in accordance with Act 34 of 1994 and subchapter C.2 of the Child Protective Services Act, Act 151 of December 16, 1994 (P.L. 1291), Act 114 of 2006 (24 P.S. 1-111) as amended. All employees working at the Project site must submit Act 34, Act 151, and Act 114 clearances. The original clearances must be presented to Owner prior to each employee, agent, or subcontractor coming on Owner's property. All such clearances shall be dated no earlier than two years prior to the date of presentation to Owner. Owner shall retain a copy of all such clearances in its file. ID badges will be issued to all employees prior to the commencement of the work. Notwithstanding any other provision, violation of this provision shall constitute grounds for immediate termination by Owner.
10. Proposal Fee: The Proposal Lump Sum Fee is to include all costs, including, but not limited to, overhead, copies, telephone, mileage, etc. Include a listing of the Firm's current fee schedule for additional services.
11. The Owner has no responsibility or liability for any costs incurred by a Firm prior to the issuance of an Agreement.
12. No Proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of the Proposals without the consent of the Owner.
13. Negotiations may be undertaken with any and all Firms who are qualified, responsible, and capable of providing the services requested and whose Proposals are economical.
14. The award (if awards are made) will be made within 90 days of the receipt of the Proposals. Submittal of the Proposal by Firm shall be a representation that the scope of the Project is understood, any necessary site visits have been made, and Project Plans and Specifications have been reviewed.
15. The award (if awards are made) will be made for a not to exceed amount based on the accepted Proposal Fee and the anticipated Scope of Work.

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16. The Firm understands that the unrestricted right is reserved by Owner to reject any and all Proposals, or to waive any informalities or technicalities in said Proposals.
17. The selected Firm is directed to make no public announcement of its or the Owner's selection until formal selection by action of the Owner's Board of School Directors at a duly convened meeting. No contract between the selected Firm and the Owner is effective until the form of Agreement has been executed by the Firm and the Owner's authorized representatives.

**The Firm shall use the below provided Proposal Form to submit all pricing. Proposal forms shall not be modified in any manner.**

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**REQUEST FOR PROPOSAL**

**NORTH PENN SCHOOL HIGH SCHOOL  
RENOVATIONS AND ADDITIONS**

**STORMWATER INFILTRATION STUDY SERVICES  
APRIL 2024**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This Proposal is submitted to the North Penn School District in accordance with your "Request for Proposal for Stormwater Infiltration Study Services." The undersigned proposes to furnish said services as listed in the Request for Proposal for the listed rates.

The undersigned Firm:

1. Proposes to furnish said services as listed in the Request for Proposal for the lump sum fee in the Firm's submitted Proposal.
2. Has examined the site and locality where the Work is to be performed and made such independent investigations necessary to address conditions affecting cost, progress, and performance of the Work.

Person(s) to be contacted should clarification of any part of this Proposal be necessary:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm shall fill out and return the Proposal on pages 7 through 9 and the Non-Collusion Affidavit on pages 10 through 12.

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**FEE PROPOSAL:      STORMWATER INFILTRATION STUDY SERVICES  
NORTH PENN HIGH SCHOOL ADDITIONS AND RENOVATION**

This Proposal is submitted in accordance with the Scope for the Stormwater Infiltration Study Services for the North Penn School District High School Renovations and Additions.

The total lump sum fee to provide perform five (5) Stormwater Infiltration Study locations in grass areas as outlined in the above Scope of Services including field, laboratory testing, reporting and all reimbursables is:

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

The total lump sum fee to provide perform one (1) Stormwater Infiltration Study locations in an asphalt paved area as outlined in the above Scope of Services including field, laboratory testing, reporting and all reimbursables is:

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

**A. Total for five (5) grass area and one (1) asphalt paved Stormwater Infiltration Study locations**

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

It is possible that additional Stormwater Infiltration locations will need to be added subsequent to the initial study. Provide the pricing per individual location. It is estimated that a maximum number additional locations could include twenty five (25) in grass areas and four (4) in asphalt paved areas.

The total lump sum fee to perform one (1) Stormwater Infiltration Study location in a grass area as outlined in the above Scope of Services including field, laboratory testing, reporting and all reimbursables is:

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

The total lump sum fee to perform one (1) Stormwater Infiltration Study location in an asphalt paved area as outlined in the above Scope of Services including field, laboratory testing, reporting and all reimbursables is:

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.



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**B. Total for twenty five (23) grass area and four (4) asphalt paved Stormwater Infiltration Study locations**

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

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**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.

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**Non-Collusion Affidavit**

**Bid for:** **STORMWATER INFILTRATION STUDY SERVICES – North Penn High School**  
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  
(name of my firm)  
are not currently 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  
(name of my firm)

representations are material 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)

**NORTH PENN SCHOOL DISTRICT  
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**SWORN TO AND SUBSCRIBED**

**BEFORE ME THIS \_\_\_\_\_ DAY**

**OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**SIGNATURE OF NOTARY**

\_\_\_\_\_  
**Printed Name Notary Public  
Expires**

**My Commission**

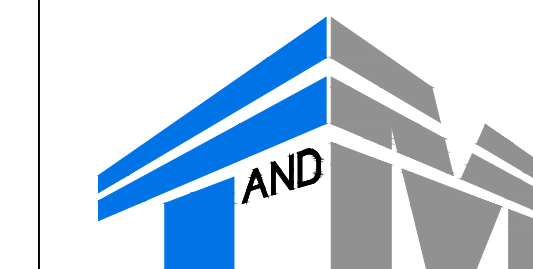
# **ATTACHMENT A**

## **Site Plan**

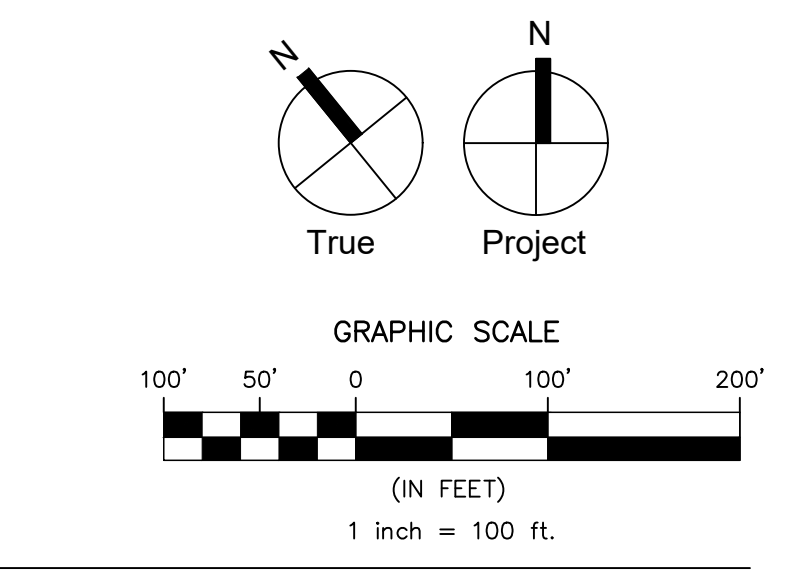
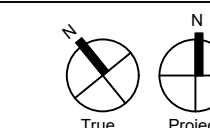
**1 PAGE**



**Infiltration Test Pit Locations**



NO.	DESCRIPTION	DATE



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