

GROVE CITY BOROUGH – REQUEST FOR PROPOSALS (RFP)

Grove City Borough, Mercer County, PA, invites proposals from qualified engineering firms for design, bidding, and construction administration of the Woodland Avenue ADA Curb Ramp Improvements, funded by the Community Development Block Grant (CDBG) program.

Project Scope:

- Design and construction of ADA-compliant curb ramps and sidewalk adjustments
- Detectable warning surfaces and minor grading/stormwater modifications
- Preparation of plans, specifications, cost estimates, and bid documents
- Construction administration, site inspections, and contract management
- Davis-Bacon wage compliance, reporting, and documentation for CDBG reimbursement
- Coordination with Mercer County Regional Planning Commission (CDBG Program Administrator)

Eligibility:

- Experience with municipal CDBG projects
- Compliance with federal requirements: Davis-Bacon, Section 3, ADA, Title VI, 2 CFR Part 200
- Provide itemized costs by project phase for reimbursement
- Grove City Borough may engage the selected firm for FFY 2026, FFY 2027, and FFY 2028 CDBG engineering services

Proposal Requirements:

Cover Letter, Firm Background, Project Team, Approach, Timeline, References (3 municipal projects in last 5 years), and itemized cost proposal

Submission:

Submit two hard copies and one PDF by May 1, 2026 at 4:00PM to:

Vance Oakes, Borough Manager

123 West Main Street, Grove City, PA 16127

Email: vance@grovecityonline.com

Procurement Notes:

- Conducted under 2 CFR 200.318–200.320 and DCED CDBG guidelines
- Borough reserves the right to waive informalities, reject any/all proposals, and negotiate scope and fees
- All services are CDBG-funded and must be documented for reimbursement

Contact: Questions to Vance Oakes at vance@grovecityonline.com

REQUEST FOR PROPOSALS (RFP)

Professional Engineering Services

Community Development Block Grant (CDBG) Project
Woodland Avenue ADA Curb Ramp Improvements
Grove City Borough, Mercer County, Pennsylvania

Issue Date: March 25, 2026

Proposal Due Date: May 1, 2026 at 4PM

Contact:

Vance Oakes, Borough Manager

Grove City Borough

123 West Main Street

Grove City, PA 16127

vance@grovecityonline.com

1. Introduction

Grove City Borough is requesting proposals from qualified engineering firms to provide professional design and construction administration services for a Community Development Block Grant (CDBG) funded ADA accessibility improvement project along Woodland Avenue and future locations.

The project will consist primarily of installation and/or reconstruction of ADA-compliant curb ramps and related sidewalk improvements at intersections along Woodland Avenue.

This RFP is being issued in a manner that will allow Grove City Borough to include future engineering services for subsequent CDBG-funded projects during FFY 2026, FFY 2027, and FFY 2028. Firms responding to this RFP may be considered for these future services under the same scope and contract terms, subject to Borough approval.

All engineering services under this contract will be CDBG-funded and must comply with all federal and DCED requirements. Costs incurred will be reimbursable through the CDBG program only if properly documented and approved.

The selected firm must be familiar with CDBG program requirements, including Davis-Bacon compliance, Section 3 provisions, and HUD reporting requirements.

2. Project Description

The Woodland Avenue ADA Improvement Project will include:

- Design and construction of ADA-compliant curb ramps at intersections along Woodland Avenue
- Replacement or modification of adjacent sidewalk and curb sections as needed

- Installation of detectable warning surfaces
- Adjustment of grades to meet ADA accessibility standards
- Minor drainage adjustments if required

The Borough anticipates the project will proceed through design, bidding, and construction during the current CDBG program year.

3. Scope of Services

The selected engineering firm will provide professional services including:

- Field investigation and site data collection
- Preparation of engineering design and construction plans
- ADA compliance review and ramp design
- Preparation of technical specifications and bid documents in accordance with CDBG requirements
- Construction cost estimating
- Assistance with environmental review documentation (if required)
- Bid phase support including responding to bidder questions and attending bid opening
- Construction inspection and contract administration
- Davis-Bacon wage compliance review (if applicable)
- Review of contractor pay applications and change orders
- Project closeout documentation
- Coordination with Mercer County Regional Planning Commission (CDBG Program Administrator)

All services must be documented with timesheets, invoices, and supporting reports sufficient for Grove City Borough to request reimbursement from DCED/CDBG.

4. Proposal Requirements

Proposals must include the following:

1. Cover Letter
2. Firm Background and Municipal/CDBG Experience
3. Project Team and Qualifications
4. Understanding of the Project and Proposed Approach
5. Proposed Timeline and Availability
6. References (3 municipal projects completed within the past 5 years)
7. Cost Proposal including:
 - a. Engineering Design
 - b. Bidding Services
 - c. Construction Inspection and Contract Administration
8. Proposals must provide an itemized fee for each phase to allow Grove City Borough to seek CDBG reimbursement.

The cost proposal may be submitted in a separate sealed envelope or separate PDF file.

5. Evaluation Criteria

Criteria	Weight
Experience with municipal and CDBG projects	30%
Qualifications and availability of project team	20%
Understanding of project and technical approach	20%
Cost competitiveness and clarity	20%
Client references	10%

Note: Proposals will be evaluated in accordance with federal procurement standards (2 CFR 200.318–200.320). Grove City Borough reserves the right to waive any informalities or irregularities in proposals received and to accept the proposal deemed to be in the best interest of the Borough.

6. Submission Instructions

Submit two hard copies and one digital copy (PDF) no later than:

May 1, 2026 at 4PM

To: Vance Oakes, Borough Manager
Grove City Borough
123 West Main Street
Grove City, PA 16127
Email: vance@grovecityonline.com

Late proposals will not be considered. Grove City Borough reserves the right to reject any and all proposals.

7. Federal Funding Requirements

This project is funded by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program administered by the Pennsylvania Department of Community and Economic Development (DCED).

All applicable federal regulations will apply to this project including:

- Davis-Bacon Act (federal prevailing wages)
- Section 3 of the HUD Act of 1968
- Minority- and Women-Owned Business Enterprise (MBE/WBE) participation
- Equal Opportunity and Affirmative Action requirements

8. Additional Federal Compliance Requirements

The selected consultant must comply with all applicable federal regulations including, but not limited to:

- 2 CFR Part 200 – Uniform Administrative Requirements
- Davis-Bacon and Related Acts
- Section 3 of the Housing and Urban Development Act of 1968
- Executive Order 11246 – Equal Employment Opportunity
- Copeland Anti-Kickback Act
- Contract Work Hours and Safety Standards Act
- Americans with Disabilities Act (ADA)
- Title VI of the Civil Rights Act of 1964

The selected consultant must maintain all documentation and records necessary to demonstrate compliance with federal requirements and for audit or monitoring by Grove City Borough, Mercer County, DCED, or HUD.

9. Conflict of Interest

The selected firm must comply with the conflict of interest provisions contained in 24 CFR Part 570.611. No employee, officer, or agent of Grove City Borough, or any immediate family member thereof, shall have a financial interest in the selected firm during the procurement or performance of this contract.

10. Non-Discrimination

Grove City Borough does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or familial status in the administration of its programs or activities and encourages proposals from minority-owned, women-owned, and Section 3 businesses.

11. Right to Negotiate

Grove City Borough reserves the right to negotiate the final scope of services and fee with the selected firm. If negotiations are unsuccessful, the Borough may terminate negotiations and begin negotiations with the next highest ranked firm.

12. Procurement Compliance

This procurement is being conducted in accordance with federal procurement standards contained in 2 CFR Part 200.318–200.320 and applicable CDBG program guidelines administered by DCED.

Grove City Borough will maintain documentation of the procurement process including advertisements, proposals received, evaluation scoring, and contract award decisions in accordance with federal recordkeeping requirements.

Procurement Guidelines

<i>Item</i>	<i>Guideline</i>
<i>Method</i>	<i>Competitive Proposal (RFP)</i>
<i>Minimum Advertisement Period</i>	<i>14 calendar days</i>
<i>Advertisement Locations</i>	<i>Newspaper, Borough website, professional networks, and DBE/Section 3 outlets</i>
<i>Required Content</i>	<i>Scope of services, evaluation criteria, submission deadline, federal requirements</i>
<i>Federal Regulations</i>	<i>2 CFR Part 200.318–200.320</i>
