

**BOROUGH OF CHAMBERSBURG**  
**REQUEST FOR PROPOSALS FOR**  
**CONSULTING ENGINEERING SERVICES**

Chambersburg Switching Enhancement Project  
Engineering & Technical Services

**MUNICIPAL ELECTRIC UTILITY ENGINEER**

The Borough of Chambersburg (the “Borough”) is soliciting proposals from qualified engineering firms and individuals (as independent contractors) with Technical Consulting Engineering experience with Municipal Electric Utilities to submit written proposals for particular engineering services to the Borough. As the Borough’s Technical Consulting Engineer, the selected Firm or individual will be expected to provide engineering services related to the procurement and installation of a new high line switching station and protective equipment project as well as recommending and inspecting improvements thereto.

**SECTION I: BACKGROUND**

The Borough owns, operates, and maintains a reliable and efficient electric system for the benefit of its 22,354 residents. In support of the continued reliable operation of the system, the Borough is endeavoring to install a “substation in the sky” to solve a problem related to the continued delivery of power in the event of system disturbances.

Through the Chambersburg Switching Enhancement project, the Borough seeks to install three sets of new pole mounted fiber optic sensors, a new motor-operated three-way high-voltage switch with vacuum interrupter technology, and suitable controls (the “Project”). The equipment will be located at the intersection of Grant Street and the Norfolk Southern rail tracks along the existing 69kV transmission line.

The Project will include installing sensors and switches in all three directions, providing comprehensive grid protection at this intersection and as it interconnects with the rest of the Borough’s system. To accommodate this substantial new equipment on this transmission pole to be replaced, some of the first steps in the project will be to relocate the 12 kV circuits that are underbuilt on this pole. These lines will be pulled back a span to the west before being routed back underground below the railroad tracks. A primary power industrial service will also be relocated underground through this process.

The Borough is seeking proposals for technical consulting engineering services in support of the procurement and installation of this substantial new equipment. The Engineer will need to be able to work closely with the Borough Manager, Borough Director of Electric Utility, and other contractors. The selection of a firm or individual (hereinafter “Engineer”) will be made solely on

the basis of the Borough's determination of the Engineer that will best fulfill the interests of the Borough and is not necessarily dependent upon and/or solely determined by cost.

## **SECTION II: QUALIFICATION REQUIREMENTS**

To effectively carryout this Grant funded Project, the Borough seeks the assistance of a reputable consulting engineering firm to support Borough staff. Consultant must have a firm background in municipal electric utility system design, operation, and construction. Engineer will work closely with staff to assist with all aspects of the project and supply project management support to make sure the tasks stay on track to meet grant schedules and cost allocations. The Engineer must have experience supporting the procurement and installation of switching station and protective equipment projects as well as recommending and inspecting improvements thereto. The Engineer must have knowledge of all applicable federal, state, and municipal codes, laws, and regulations.

### **Minimum Requirements:**

- Licensed Pennsylvania PE on staff with proven Municipal Electric Utility background.
- Organizational skills to manage the Project and keep tasks and costs on schedule.
- Experienced in designing, specifying, and commissioning electric equipment and control systems.
- Ability to work side by side with Borough staff and contractors in the field to oversee proper installation and equipment hookups.
- Familiar with SEL relay configuration and coordination, SCADA integration, and fiber network communication.
- Must prepare professional documentation and drawings to facilitate Project aspects.

## **SECTION III: SCOPE OF WORK**

The following scope of services presents the minimum activity that will be required:

- Complete final design of switch solution to include replacement transmission poles as needed to accommodate the added equipment and spacing.
- Assist Borough staff in technical specification and bidding materials and labor to accomplish switch, pole, and sensor installation.
- Design and specify marshalling cabinet to house switch controls and communications. Assist Borough staff with installation and commissioning of Marshalling cabinet and switch controls.
- Through firm understanding of Chambersburg's electric system configuration and coordination, propose possible system control solutions to best integrate new switching setup into the overall system operation. Interface with adjacent substations. Work through possible options with Borough staff. Communicate with solutions vendors as needed. Complete final design of chosen option.
- Specify solution equipment and materials for Borough purchase to carry out final design to include detailed materials lists with part numbers.
- Assist Borough staff with the installation and commissioning of system control solution.

- Support Borough staff with integrating all appropriate project aspects into the Borough's existing QEI SCADA and Canary database systems following standard naming and IP conventions.
- Test all project aspects to ensure proper execution to carry out desired project outcomes. Consider all potential facets to avoid near and long-term system mis-operations.
- Prepare all drawings and project documentation as needed to facilitate all aspects of the Project. Modify drawings through review with Borough staff and final installation.
- This Project is funded through the Pennsylvania Grid Resilience Grant Program. Potential bidders should be aware that by submitting a proposal, they agree to comply with all applicable grant requirements if selected.

The relationship between the Borough and the Engineer providing engineering services is that of an independent contractor and a contracting entity. Nothing herein shall be construed to give the Engineer any interest as an employee, joint venture, or partner of or with the Borough.

All compensation paid to the Engineer providing the services will be made without taxable deductions. Accordingly, the Engineer is solely responsible for the payment of Social Security, withholding and all other taxes imposed by reason of his employment of persons to perform labor, and for all taxes, which may result from the payment of funds for services rendered. The Engineer accepts full responsibility for any and all taxes that may be lawfully due to any governmental unit and to hold the Borough harmless from any liability for the nonpayment of taxes due from the Engineer to any governmental unit. Furthermore, as an independent contractor and not as an employee of the Borough, the Engineer hereby waives any and all claims from the Borough to any form of workers' compensation insurance coverage or compensation provided through federal, state or local laws, regulations or ordinances which affect employees and employers. The Engineer hereby agrees to carry and provide his own insurance for injury, occupational disease, sickness and/or retirement.

#### **SECTION IV: PROPOSAL SUBMITTALS**

The Borough will contract for the services outlined in this RFP with one prime engineering firm or individual. The Engineer is required to complete and submit a response including the information outlined in this request. The response shall include the following:

##### **A. QUALIFICATIONS PROPOSAL**

The Engineer shall provide evidence of its capabilities, competence, and availability in providing successful engineering services to municipal electric utilities related to the procurement and installation of transmission switching station and protective equipment projects as well as recommending and inspecting improvements thereto.

Included in this section shall be:

1. **Curriculum Vitae** of personnel and an organizational chart of key staff who will be assigned to the Borough. The resume of each person shall be limited to two (2) pages and describe the individual's previous applicable experience with providing engineering

services to municipal electric utilities related to the procurement and installation of similar projects. Each resume shall clearly indicate out of which office an individual works. Additionally, the Engineer shall identify offices which will handle the work and assign a percentage of work that is being done at each office.

2. **Relevant Experience** of the Engineer and key members for the last seven (7) years. The Engineer shall provide experience relating to engineering services provided for municipal electric utilities, in particular the procurement and installation of transmission equipment– and protective equipment projects.
3. **Current Project Commitments** and the availability of the respective staff and equipment. The Engineer shall include an explanation of how services to the Borough will fit into that of the Engineer and if any conflicts for staff or equipment will exist. The Borough reserves the right to approve key staff and key engineering personnel. If the Borough accepts the proposal of an Engineer, the Engineer’s team should not change without the express written consent of the Borough.
4. **References** of at least three (3) municipal electric utilities shall be provided. The Engineer, by submitting a proposal to the Borough, authorizes the Borough and its representatives to contact former clients and/or references to discuss the Engineer’s qualifications and authorize the Borough to set up field visits with the referrals, upon agreement by the referrals.
5. **Litigation/Arbitration** involving the Engineer or any member of the Engineer’s firm relating to any projects that the Engineer or any member of the Engineer’s firm has been involved in during the last five (5) years shall be identified.

The Engineer, by submitting a proposal(s) to the Borough, agrees to expressly release the Borough, its agents, attorneys, representatives, Borough Council Members, heirs and assigns as well as the former client and/or reference and their agents, attorneys, heirs and assigns from any and all rights, losses, damages, claims, actions or causes of action, whether in contract or tort, law or equity, whether known or unknown, suspected or unsuspected, which Engineer ever had, now has or ever will have against the Borough, former clients and/or references related to the discussion in any manner of any member of the Engineer or the Engineer’s firm’s performance and/or qualifications.

## **B. PRICE PROPOSAL(S)**

1. **Required Price Proposal(s) Content with Proposal Submission.** All proposals shall include a general schedule of proposed hourly rates for the Engineer and members of the Engineer’s firm that will be assigned to the Borough. Additionally, all proposals shall include a fee schedule of any other fees customarily charged by the Engineer. No other price information is required with the proposal.
2. **Insurance.** The Engineer shall obtain and continue in force, during the term of the contract, all insurance stated below. The insurance policy shall not be canceled or changed

without sixty (60) days prior written notice by registered mail, given by the insurance carrier to the Borough. The price proposal shall include certificates of insurance as follows:

- i. Worker's Compensation and Occupational Disease Disability Insurance as required by the laws of the Commonwealth of Pennsylvania.
- ii. Professional Liability Insurance: minimum coverage \$3,000,000.
- iii. Comprehensive Automobile Liability Insurance for vehicles furnished by the Engineer with a combined single limit of at least \$1,000,000 for each occurrence.
- iv. General Liability Insurance: Bodily Injury - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Property Damage - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

The Engineer shall cause the aforesaid insurance policies to be duly and properly endorsed by insurance underwriters as follows:

- i. To provide that the Borough is endorsed as additional insured to the extent necessary to implement the indemnity obligations contained in the Indemnification Section, subsection 10 of this section of these specifications.
  - ii. To contain a standard and cross-liability and severability clause.
  - iii. To provide that aforesaid insurance shall be primary in all instances with respect to the Borough's insurance, which shall be considered secondary or excess at all times, but only to the extent necessary to implement the indemnity obligations contained herein.
  - iv. To provide thirty (30) days prior written notice of cancellation or change in coverage.
3. **Licensing.** The Engineer and Engineer's key personnel approving all submittals, designs, plans, permit applications, or any other documents submitted to a government agency shall be professionally licensed to practice engineering within the Commonwealth of Pennsylvania.
  4. **Responsibility.** The Engineer will be solely responsible for correcting errors, omissions, and ambiguities of, and providing clarification regarding, technical aspects of their work at no cost to the Borough.
  5. **Conflicts of Interest.** No conflicts of interest shall be permitted in services rendered to the Borough. Any potential conflict of interest that may exist if any member of the Engineering Team has any interest that would conflict, or has the appearance of conflicting, in any manner with the performance of services for the Borough must be disclosed and addressed.
  6. **Validity.** The proposals and rates quoted therein must be valid for at least One Hundred and Eighty (180) days from the required date of submission. Selection of the top Engineer candidate will likely occur within Sixty (60) days of the required submission date. The Borough, at its option, can extend the date for selection of the top Engineer candidate.

However, the final selection, if any selection is made, shall occur no later than ninety (90) days from the date of required price proposal submissions.

7. **Telephonic/Telegraphic Proposals.** No telephonic or telegraphic proposal or modification shall be considered.
8. **Late Submissions.** Proposals submitted after the time fixed for receiving such proposals may not be considered.
9. **Withdrawal.** Any proposal may be withdrawn, either personally or by written request, at any time prior to the scheduled time for submission of the proposals.
10. **Indemnification.** The Engineer shall indemnify and hold harmless the Borough and its officials, employees and agents from and against all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Borough or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, or arising out of, related to or associated with any act, omission, or default of the Engineer, its employees or subcontractors, in the performance of or in connection with, any services required by, contemplated by or performed under the Borough's direction.
11. **Assignment.** The successful engineering firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein, or its power to execute such agreement to any other person, company, or corporation without the previous consent and approval in writing by the Borough.

## **SECTION V: SELECTION PROCESS**

Proposals submitted to the Borough shall be evaluated by the Borough Staff/Borough Council selection committee for selection of the top Engineer candidate. The committee will make a recommendation to the Borough Manager, who will select the top candidate subject to approval by the Borough Council. Once the selection of the top candidate is finalized, the Borough will then initiate contract negotiations with the top Engineer candidate, utilizing its price proposal to begin the process.

### **Selection Criteria:**

- A. Experience, qualifications, and commitment of key personnel.
  1. The experience of proposed personnel. Key personnel must have held responsible positions for similar services;
  2. The degree to which the assigned personnel and team bring experience in the full-range of skills and expertise needed to accomplish the Scope of Work;
  3. The specific commitments made in the proposal for staffing key positions;
  4. Experience within the local permitting region; and
  5. Any other experience and/or criteria the committee deems relevant.

B. Experience and past performance of the Engineer in rendering similar services within the last seven (7) years.

1. The Engineer's experience in rendering similar services to other municipal electric utilities of similar size;
2. The ability of the Engineer to draw on this experience to benefit the Borough;
3. The Engineer's history of applying proven technology and innovations in applicable areas of service; and
4. Any other experience and/or criteria the committee deems relevant.

C. Method of accomplishing the Scope of Work.

1. Proposed organization of the work;
2. Unique capabilities that influence the services rendered to the Borough;
3. Appropriate financial and management controls including quality control and quality assurance.
4. Any other experience and/or criteria the committee deems relevant.

The Borough reserves the right to waive any irregularities in the proposals and to reject any and all proposals or to waive any informality in the proposals. The Borough reserves the right to reject any and all proposals or to accept no proposals. Further, the Borough reserves the right to accept any proposal which the Borough deems to be in its best interest and not necessarily the proposal with the lowest cost.

The Borough reserves the right to require any Engineer to submit additional information that the Borough deems necessary in evaluating the proposals.

The Borough reserves the right to negotiate final scope of work and the schedule of fees with the Engineer who is recommended to the Borough Council.

The Borough reserves the right to select an Engineer without undertaking an interview process.

## **SECTION VI: PROPOSAL SUBMISSIONS AND SCHEDULE**

1. Response Due Date:

All Proposals shall be submitted no later than 12:00 p.m. on Tuesday, January 6, 2026

2. Submissions:

All proposals should be addressed as follows:

Borough of Chambersburg  
Jamia Wright, Borough Secretary  
100 S. 2<sup>nd</sup> Street  
Chambersburg, PA 17201

All proposals should be clearly labeled – “Municipal Electric Consulting Engineer Proposal”

3. Contact Information:

For questions or clarifications, or more information please contact:

Jeffrey Heverley, Director of Electric Utility  
Borough of Chambersburg  
100 S. 2<sup>nd</sup> Street  
Chambersburg, PA 17201  
(717) 251-2418  
jheverley@chambersburgpa.gov

4. Format:

All submittal packages should be submitted with two (2) copies of the Proposal submitted in a sealed envelope and one electronic copy of the Proposal on a USB flash drive.

5. Interviews:

The Borough reserves the right to interview any of the candidates or none of the candidates. Date and times of the interviews, if necessary, shall be determined by the Borough Manager. Interviews shall be a maximum of a one hour in duration with up to one-half (½) hour for presentations, followed by a question-and-answer period.

7. Engineering Agreement:

The Engineering Services Agreement shall be required to be negotiated by the Borough’s Solicitor with consultation by the Borough Manager.

8. Award:

Approval of an Engineering Services Agreement by the Borough Council is anticipated to be on or before February 9, 2026.

**RESPECTFULLY REQUESTED, THE BOROUGH OF CHAMBERSBURG**