

Monday, May 12, 2008

Minutes of A Special Meeting

A Special Meeting of the Rostraver Township Board of Commissioners was called on this date by President, Nick Lorenzo at 6:00 p.m., in the Rostraver Municipal Building, Rostraver, Pennsylvania.

Members present were:	Patrick G. Egros	Thomas G. Patterson
	Ralph Jacoboni	Nick Lorenzo

Chairman Lorenzo said Commissioner Sokol called and will not be able to attend tonight's meeting due to his mother being in the hospital

Attorney Maatta, Engineer DeiCas and Secretary Beard were present.

Pledge of allegiance was led by President, Nick Lorenzo with audience participating.

CITIZENS WANTING TO DISCUSS AGENDA ITEMS ONLY:

Patrick G. Egros moved to hear from citizens who wish to be heard at this time. Thomas G. Patterson seconded the motion. The following yeas and nay votes were recorded:

Patrick G. Egros – yea	Thomas G. Patterson - yea
Ralph Jacoboni – yea	Nick Lorenzo – yea

Total yeas – 4; nays -0

MOTIONS:

Thomas G. Patterson moved to ratify **RESOLUTION NO. 823, ADOPTED MAY 7, 2008**, introduced by Nick Lorenzo, is a Resolution Establishing a Guide to Policy and Procedures for Consultant Selection, was given a reading by Solicitor Maatta. Patrick G. Egros seconded the motion. The following yeas and nay votes were recorded:

A Resolution of the Township of Rostraver a Guide to Policy and Procedures for Consultant Selection

WHEREAS, the following procedures have been adopted by the Township of Rostraver as authorized by action of the Rostraver Township Board of Commissioners on May 7, 2008. 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.

WHEREAS, upon being notified of the need to initiate engineering services on a project, the Township Engineer shall analyze the Township of Rostraver's 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.

WHEREAS, a detailed scope of work, describing the project, its location, and services required, will be prepared. The request for letters of interest from consulting firms interested in performing the required engineering services will be advertised in newspapers of local daily circulation. At the same time the advertisement will be forwarded to the newspaper for publication; a copy will be sent to:

American Council of Engineering Companies of Pennsylvania
2040 Linglestown Road, Suite 200
Harrisburg, PA 17110

The advertisement will include the following information:

1. Location and brief description of the required engineering services.
2. A statement that the Township encourages responses from small firms, minority firms, and firms who have not previously performed work for the Township.
3. The Disadvantaged business Enterprise Goal, if any.
4. A statement that indicates whether the modified or standard selection method will be used.
5. A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.
6. Cut-off time for response to the advertisement (minimum of two weeks).
7. A request for special requirements Forms 254 and 255.

Three consultants will be selected from those consultants who submit letters of interest. A qualification committee, consisting of the Chairman of the Rostraver Township Board of Commissioners or designee and the Township Engineer, shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendation.

WHEREAS, for bridge inspection and construction inspection Agreements a modified process will be used, and a ranking will be determined based on a review of the statements of interest.

WHEREAS, for all other Agreements the standard selection method will be used. The Rostraver Township Board of Commissioners shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (hereinafter called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

WHEREAS, the request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Form 442 will be supplied to the Consultants with the understanding that the specifications will be made a part of the contract. The Township of Rostraver's limitations of profit, wages, overhead factors, etc., will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

WHEREAS, upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the short listed consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

WHEREAS, for both modified and standard methods of selection, the Rostraver Township Board of Commissioners shall review the recommendation of the qualification committee and rank, in order of preference, the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipality's

152 recommended ranking.

WHEREAS, the municipality will request a cost proposal from the approved first ranked firm and submit the appropriate number of copies to the Department.

WHEREAS, the Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

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

WHEREAS, 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 Township.

WHEREAS, the Rostraver Township Board of Commissioners will designate a person to perform liaison activities between the Township of Rostraver, the Department, and the consultant.

WHEREAS, the Township of Rostraver will enter into a reimbursement agreement with the Department setting forth the methods for reimbursing the federal funds to the Township of Rostraver. The reimbursement agreement will be prepared by the Department.

WHEREAS, 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.

WHEREAS, partial payment invoices for work performed will be processed as provided by Division 1, Form 442. After review of the invoices by the Township Secretary, 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.

WHEREAS, prior to termination of services and payment of the final invoice, a joint review will be made by the Department and the Township of Rostraver 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 Township of Rostraver's designated liaison person will complete copies of the Department's Form D-429, "Past Performance Report Consultant Engineers" and Form D-388, "Confidential Design Evaluation Report", and submit them to the Department.

WHEREAS, it is understood and made part of these procedures that the employees of the Township 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 Township of Rostraver, by order of the Rostraver Township Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Township of Rostraver have adopted these policies and procedures for engineering by consultants and will adhere to the rules and regulations of the Department.

Patrick G. Egros – yea
Ralph Iacoboni – yea

Thomas G. Patterson – yea
Nick Lorenzo – yea

Total yeas – 4; nays - 0

Patrick G. Egros moved to ratify the Board of Commissioners' decision to bring back one of the police officers previously furloughed from the most recent hires of the seniority roster. Thomas G. Patterson seconded the motion. The following yea and nay votes were recorded:

Patrick G. Egros – yea
Ralph Iacoboni – yea

Thomas G. Patterson – yea
Nick Lorenzo – yea

153

Total yeas – 4; nays – 0

Thomas G. Patterson moved to approve REMS Land Development Agreement. Property owner, George Sweeney and REMS have entered into an oral agreement to permit parking as required by the Township's ordinance. Developer must provide the Township with an alternate parking site and alternate agreement in the event property owner withdraws consent to park on the present site. Developer must notify the Township within five (5) days of receipt of such notice from the property owner. Patrick G. Egros seconded the motion. The following yeas and nay votes were recorded:

Patrick G. Egros – yea
Ralph Iacoboni – yea

Thomas G. Patterson – yea
Nick Lorenzo – yea

Total yeas – 4; nays - 0

CITIZENS TO BE HEARD:

Patrick G. Egros moved to hear from citizens in attendance. Thomas G. Patterson seconded the motion. The following yeas and nay votes were recorded:

Patrick G. Egros – yea
Ralph Iacoboni – yea

Thomas G. Patterson – yea
Nick Lorenzo – yea

Total yeas – 4; nays - 0

ADJOURNMENT:

There being no further business to be discussed Patrick G. Egros moved that the Special Meeting be adjourned. Thomas G. Patterson seconded the motion. The following yeas and nay votes were recorded. The Special Meeting was adjourned at 6:01 p.m.

Patrick G. Egros – yea
Ralph Iacoboni – yea

Thomas G. Patterson – yea
Nick Lorenzo - yea

Total yeas - 4; nays – 0



Nick LORENZO, President

ATTEST:



Pamela S. BEARD, Township Secretary

THIS MEETING WAS TAPED.