

Advertisement for Engineering Services
Municipal Engineer
SCOPE OF WORK
Professional Traffic Signal Design Services
GREEN LIGHT-GO FUNDING

Oakland/East State Street and Euclid/East State Street Traffic Signals Modernization, City of Sharon, Mercer County, Pennsylvania

PROJECT BACKGROUND:

Scope of improvements as approved in the Green Light-Go Grant Application:

- Complete modernization (replacement) of the traffic signal equipment will include vehicle/pedestrian detection signals, ADA ramps and pedestrian level street lighting, as well as updated traffic poles, 12" overhead vehicular signals, traffic signal controller with battery backup, and signage, at the intersections of Oakland/East State Street and Euclid/East State Street.

MAJOR TASKS:

- **Base Mapping/Surveying:**
Engineer will be required to complete surveying and base plan mapping in conformance with PennDOT design standards for use in the design and development of traffic signal permit and construction drawings.
- **Traffic Study:**
Engineer will be required to perform a traffic study, including traffic counts and capacity analyses for the intersection in order to develop optimized phasing and timing for the intersection. Engineer will also be required to come up with coordination times and a weekly event chart for the traffic signals in this corridor.
- **Traffic Signal Design & Permitting through PennDOT District 1-0:**
Engineer to prepare plans in accordance with PennDOT requirements including but not limited to PennDOT Publications 148 and 149M; FHWA MUTCD (Manual of Uniform Traffic Control Devices). Traffic signal permit plans, traffic signal construction plans, project specifications, special provisions, and cost estimates will be submitted to PennDOT 1-0 and the City of Sharon for review/approval.
- **Meetings:**
The engineer should assume the need for attending a minimum of two (2) meetings with representatives of PennDOT, City of Sharon, utilities, public agencies and/or property owners as required throughout the traffic signal design services.
- **Bidding Documents/Bidding Services:**
Engineer will prepare a bid document package to solicit bids from qualified contractors to construct the project. Throughout the bidding period, the Engineer must be available to provide consultation to City of Sharon staff and to document and answer questions or prepare addenda to modify the bid documents.
- **Construction Phase Services:**
Engineer will be available during construction to provide construction surveillance services during critical times on behalf of the City of Sharon. Critical times to be identified prior to construction. Engineer will also be available during construction for consultation to address contractor requests for information, issue change orders, and approve shop drawings. Engineer will also perform the construction inspection. A Quality Assurance Plan must be in place to ensure that a conflict of interest does not occur. The engineer must be qualified to perform both design and construction inspection services.

- **Record Drawings:**

Engineer will be responsible for preparing record (as-built) drawings including modifications to the approved permit as necessary to reflect the final installation. This information shall be incorporated when developing the traffic signal permit drawing and will be forwarded to the City of Sharon for review and signature, and subsequently submitted to PennDOT.

SCHEDULE:

The RFQ is due to the City of Sharon, by February 17, 2026, at 2:00 pm. It is anticipated that the selected engineer will be provided the notice to proceed in March 2026. Design and construction are required to be completed by the end of 2026.

FIRMS:

The City of Sharon encourages responses from small firms, minority firms, and firms that have not previously performed work for the City of Sharon. For federally funded agreements assigned to the Municipal Engineer exceeding \$100,000, there may be a DBE goal requirement. If the firm is not a DBE firm, a DBE engineering firm may be selected specific to each project need and can be added at a later time upon approval by the City of Sharon. Specific DBE firms do not need to be identified in the Statement of Interest.

The City of Sharon will utilize the modified selection process in their determination for professional engineering services. The method of procurement will be competitive negotiations.

FORMAT OF PROPOSAL:

Engineer must be an ECMS registered business partner. Engineer must document adequate traffic signal experience including at least one (1) staff member with a Professional Traffic Operations Engineer (PTOE) certification. Interested Engineers should respond to the following questions that are listed in order of importance:

1. Summarize Engineer's PennDOT traffic signal project experience as well as experience with locally delivered projects (i.e. complete engineering services including design, bid document preparation, and construction surveillance);
2. Summarize work experience of individuals that will be specifically assigned to this project and accomplish work in required time frames including total years of experience and experience with current firm as well as an organizational chart;
3. Summarize completion of prior PennDOT traffic signal projects including project cost (completed within budget) and contact information for the project owner/point of contact and identified staff members who worked on various examples listed;
4. Summarize Engineer's project understanding and potential project challenges;
5. Knowledge of the Municipality.
6. History of the firm (total number of employees as well as the branch office, if applicable, working on this project; listing any/all locations where the work will be completed.
7. Quality Assurance Plan in place to ensure that a conflict of interest does not occur.

Engineers are asked to limit their submission as follows:

- Letter of Transmittal;
- Responses to questions above, no more than 5 pages, single sided, 8.5"x 11"; and
- Maximum of three (3) PennDOT ECMS formatted resumes.

The assignment of the above services will be made to one of the firms responding to this notice, but the City of Sharon reserves the right to reject all statements of interest submitted, to cancel the solicitations requested under this notice, and/or to re-advertise solicitation for these services.

Do NOT include pricing with this proposal. As required by the Green Light-Go Program, the Engineer will be selected and approved based upon qualifications and responses provided in the Statement of Qualifications. A short list of three (3) Engineers will be selected. A technical and cost proposal will be requested from the highest ranked Engineer. If an agreement on price cannot be reached, then the City of Sharon reserves the right to proceed to the second firm, and so forth.

Firms interested in performing this work are invited to submit a Statement of Interest to Jason Tomko, Finance Director, 155 West Connelly Blvd, Sharon, PA 16146. All Statements of Interest must be submitted to the City of Sharon via mail by February 17, 2026 at 2:00 pm.

Firms submitting a Statement of Qualification document that does not comply with the above requirements will not be considered.

Project discussion will be in the form of Questions and Answers or oral discussions.

Contact information for project discussions:

Jason Tomko
jtomko@cityofsharon.net
724-983-1164