

REQUEST FOR PROPOSAL/QUALIFICATIONS FOR MUNICIPAL ENGINEER

Issued by the Township of Abington
Montgomery County

Date Issued: October 14, 2016

Responses Due by: November 4, 2016



REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP) FOR MUNICIPAL PROFESSIONALS

I. OVERVIEW OF THE REQUEST FOR PROPOSALS (RFP) PROCESS

Abington Township invites interested Engineering firms and individuals with Municipal Engineering experience to submit written proposals for engineering services to Abington Township. As Township Engineer, the selected Firm will be expected to provide general engineering services, including engineering design, subdivision and land development reviews, construction inspections, storm water management, attendance at public meetings, construction supervision, and other engineering consulting services as needed.

This Request for Proposal & Qualifications (RFP) is a part of a competitive procurement process, which helps to service the Township's best interests. It also provides Engineering firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Township has the flexibility it needs to negotiate with engineering firms to arrive at a mutually agreeable relationship.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL," 9 copies, and one (1) electronic copy of each proposal shall be submitted in sealed envelopes and must be marked with "ENGINEERING PROPOSAL" and addressed to:

Michael LeFevre
Township Manager
1176 Old York Road
Abington, PA 19001

The proposal must be received no later than Nov. 4, 2016 before 5:00 p.m.

Faxed proposals will NOT be accepted. Any Inquiry concerning this RFP should be directed in writing to:

Michael LeFevre
mlefevre@abington.org

All documents/information submitted in response to this solicitation may be available to the general public. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Township reserves the right to resolicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF ABINGTON

The Township of Abington is located in the eastern section of Montgomery County, Pennsylvania and operates under the Pa 1st Class Township Code. The Township is bordered by the City of Philadelphia, Rockledge Borough, Jenkintown Borough, Springfield Township, Cheltenham Township, Upper Dublin Township, Upper Moreland Township and Lower Moreland Township. Abington Township is 15.5 square miles in size with approximately 55,300 residents. Existing land uses are summarized below:

<u>Category</u>	<u>Percentage</u>
Residential	50%
Commercial/Industrial	8%
Parks/Recreation/Institutional	24%
Utilities/Streets	14%
Vacant space	4%

IV. SCOPE OF SERVICES TO ABINGTON TOWNSHIP The Services may include, but are not limited to:

- Attendance at Board of Commissioners, Public Works Committee meetings and other miscellaneous meetings as needed
- SALDO reviews per Township Code requirements
- Zoning Reviews per Township Code requirements- as requested
- Stormwater reviews for Act 167 Plan requirements
- Stormwater conveyance and management project design services
- Stormwater Permit and Inspection Services
- MS4 compliance and annual report preparation as requested.
- Inspection Services for civil projects.
- Review and approve developers improvement agreement calculations
- Review and recommend Escrow releases
- Respond to all manner of general engineering requests
- Capital projects planning
- Coordination with state and federal agencies (PennDOT, DEP, DCED, EPA, Army Corps of Engineers, FEMA/PEMA, etc.)
- Grant identification and writing
- In-house survey services

- One Call Management (mark out, response, etc.)
- Capital project design
- Capital project management and surveillance
- Conduct semifinal and final inspections
- On-site construction inspection
- Prepare construction documents suitable for competitive bidding
- Prepare current and final estimates for payment to contractors
- Project scheduling
- Liaison with affected utilities (PECO, AQUA, Verizon, etc.) and other communities
- Serve as consultant with all department's within Township
- 24/7 availability to commissioners, residents, and other departments

V. TERM

The contract for the Services shall be for a twelve (24) month period, subject to renewal on a biannual basis by the Township. However, the Township has the right to dismiss the Consultant at any time, and the Consultant serves at-will, at the discretion of the Township.

VI. EXISTING ENGINEERING DEPARTMENT STRUCTURE

Presently the citizens of Abington Township are served by an in-house Engineering Department comprised of the Township Engineer and three full-time staff support positions. The Township Engineer who has served in that role for 27 years, retired from full-time work in January of this year, but continues to serve in a part-time capacity (approximately 20 hours per week). The Township Engineer is supported by the Assistant Director of Engineering, an Engineering Technician and an Administrative Assistant. Copies of the job descriptions for each of these positions is attached as an Exhibit, as is the 2016 Engineering Budget.

VII - MANDATORY CONTENT OF PROPOSAL

A - Contact Information

- Provide the name and address of the firm; the name, telephone number, fax number and email address of the individual responsible for the preparation of the proposal.
- List the names of the firm's partners/principles and all local offices of the firm.
- Identify the location of the firm's main office.
- List of all projects or contracts in which the firm is currently involved with in Abington Township.

B – Level of Service

- Presently the residents of Abington Township are serviced by an in-house engineering department with office hours in the Township building, open to the public, weekdays from 7:30 AM until 5:00 PM.
- Provide a staffing plan listing those employees who will be assigned to the engagement should your firm be selected, including the designation of the principle professional Engineer responsible for all services under the engagement. Include the relevant resumes information for the individuals who will be assigned, including the specific tasks or services for which they will be responsible. This information should include a description of each individual's relevant professional experience, years and type of experience and number of years with the firm.
- Indicate whether your firm intends to operate out of the Township Building, an identified local corporate office, or some specific combination of the two. Clearly identify the planned level of staffing at the Township Building, if applicable.
- Firms are encouraged to provide a proposal or an alternate, which includes retaining the services of the Township's present engineering support staff for a minimum of one year (three full-time positions identified in Exhibit 1) either in their current capacity or in some other position within the firm.

C – References

- List of all Pennsylvania local government jurisdictions where your firm presently serves as municipal Engineer or provides similar services. Identify the duration of service at each community.
- Identify up to three non-municipal clients you wish to include as references.

D – Disciplinary Actions

- Identify if the firm or any principle therein has been subject to any professional disciplinary action over the past five (5) years. Provide a description of the event and the disciplinary action.
- Provide a description of any ongoing investigations and or litigation matters involving the firm, its partners, principles, officers, or other individuals employed by the firm.

E – Subcontractors

- If the firm intends to subcontract out any part of the work contained in the scope of this RFP, the firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract and a comprehensive description and experience of the proposed subcontractor. The Township reserves the right to disapprove any proposed subcontractor and to revoke previous approval of any subcontractor should the need arise.

F – Insurance

- Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers compensation, Employer's liability, Commercial general liability, Comprehensive automobile liability, Umbrella liability and Professional liability coverage. Include insurance certificates summarizing such insurance coverage.

G – Fees

- The Township expects to pay a fixed monthly amount for engineering services. Such fee shall include all ancillary expenses such as travel, copying, phone, postage, etc.
- Although the term of this engagement is initially only for the calendar years 2017-2018, please provide an anticipated annual increase in the proposed fixed rate for the years 2019 -2020.
- Identify any increase in rates for your municipal clients over the past five (5) years.
- Should the firm choose to operate out of the Abington Township building, office space, utilities, phone and postal support will be provided at no expense.

H -- MISCELLANEOUS

- Please discuss any other factors not monitoring above which you believe relevant to the solution of your firm.

VIII. INTERVIEW

The Board of Commissioners reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material related to the request and qualifications for service. Please avoid providing extensive boilerplate, corporate marketing, of filler material.

TOWNSHIP ENGINEER

JOB DESCRIPTION

The Township Engineer is responsible for:

- A. **Engineering Administration**
 - 1. Supervise engineering staff.
 - 2. Prepare and administer the engineering budget.
 - 3. Prepare and process bids making sure they conform to the requirements of Minority Employment, Davis-Bacon Act, Pennsylvania Prevailing Wage Act, Non-discrimination Act, etc., as they are applicable.
 - 4. Receive and process street opening permits.
 - 5. Receive and process resident complaints.

- B. **Construction Projects**
 - 1. Oversee and design projects in-house.
 - 2. Coordinate projects with consulting engineers.
 - 3. Prepare specifications and process bids for projects.
 - 4. Oversee projects for compliance to specifications and authorize payments to contractors.
 - 5. Certify project completion and acceptance.

- C. **Subdivisions/Land Development**
 - 1. Review subdivision and land development plans for compliance.
 - 2. Recommend approval or refusal of plans.
 - 3. Issue construction permits for approved plans.
 - 4. Oversee subdivision construction.
 - 5. Certify subdivision completion and acceptance.

- D. **Internal Consulting**

Provide technical assistance to all other township departments as follows:

 - 1. Provide drawings for traffic lights and crime scenes for police.
 - 2. Provide assistance to Code Enforcement Department for matters involving stormwater management, steep slopes, flood plains, sewers, etc.
 - 3. Assist Public Works Department in preparation of overlay and stream maintenance program.
 - 4. Provide technical and engineering assistance for Public Works construction projects.

Township Engineer
Page 2

- E. **Real Estate Registry**
Oversee the plotting of each property and the listing of each property owner of all properties in the township, and maintain the accuracy of the registry system.
- F. **Sanitary Sewers**
Calculate all hook-up fees to the sanitary sewer for the Wastewater Treatment Plant.

Education: A bachelor's degree in civil engineering is required, with experience in highway construction, storm drainage and site work. The position of the Township Engineer, required by Section 1301 of the First Class Township Code, must be registered civil engineer. Qualification of registered land surveyor is helpful, but not required.

This position is the only one in the Township that requires a degree and a license.

CONSTRUCTION PROJECT MANAGER -

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex technical work managing construction projects and inspecting projects for specification compliance; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken work levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing construction projects; conducting construction inspection duties to ensure compliance with plans, specifications and standards; responding to public inquiries; preparing and maintaining detailed records and files.

Oversees all construction in the field that includes management of projects;

Coordinates and oversees crews for compliance to township standards.

Implements field changes due to utility conflicts and conditions;

Corresponds and coordinates with all utility companies to resolve conflicts related to construction projects;

Assists in meetings with consultants in the implementation and design of upcoming projects, as well as current ones;

Compiles construction specifications and quantities for bidding process; conducts pre-bid and pre-construction meetings with contractors and utility companies to implement field work;

Attends meetings in Township Engineer's absence as next in command;

Provides miscellaneous office duties and assistance to other departments;

Works closely with other departments that include code enforcement, economic development, wastewater, and parks and recreation to implement work to resolve problem areas;

Performs surveying for the township from construction stakeout, property line determinations, and all horizontal or vertical alignment necessary throughout the township;

Performs related tasks as required.

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of construction practices, techniques, materials and equipment relating to public works and utilities; thorough knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blue prints and to compare them with various aspects of construction in progress; ability to detect errors in construction projects; ability to establish and maintain effective working relationships with township officials, contractors, property owners and others to effect satisfactory compliance with specifications and standards; ability to maintain accurate records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in construction management work.

SPECIAL REQUIREMENTS:

Possession of any appropriate driver's license valid in the Commonwealth of Pennsylvania.

ENGINEERING TECHNICIAN

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult paraprofessional work examining subdivision and land development plans for accuracy and performing a variety of engineering design and related assignments; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing engineering drawings and plans; assisting with office engineering services; supporting engineering staff; preparing and maintaining files and records.

Examines submitted subdivision and land development plans for accuracy; ensures that local, state and federal standards are followed accurately:

Assigns unit numbers to new subdivisions and addresses to new buildings; drafts and revises property lines on the registry maps and tax parcel maps; updates the overall map;

Maintains files of registered deeds and operates the real estate registry system that coincides with Montgomery County which includes the registering and filing of deeds.

Maintains files of plot plans, subdivisions and land developments; keeps the plans and records of all the underground sanitary and storm pipes cataloged, and overall maps up to date to reflect all recent construction improvements;

Operates and maintains the Geographical Information System; creates new maps for presentations and working plans for field work;

Consults on engineering issues with other departments; assists in design and drafting to resolve problem areas; prepares plans for proposed projects;

Operates the Pennsylvania One-Call System; marks sanitary and/or storm lines in proposed construction areas;

Assists in meetings with consultants in the implementation and design of upcoming projects, as well as current ones;

Organizes and attends pre-bid meetings for projects;

Organizes and attends pre-construction meetings of projects and keeps notes and minutes;

Prepares letters for sidewalk or right-of-way infraction notices to various land owners; follows up on letters to see that the situation has been remedied; inspects sidewalks and street trench repairs as repaired by various utility companies for compliance with township standards;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of basic construction and civil engineering principles, practices and techniques; thorough knowledge of engineering and business mathematics, surveying and drafting; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of GIS and computer software used in engineering work; general knowledge of the township ordinances related to land improvement; skill in the use of computer hardware and software related to engineering work; ability to prepare technical engineering reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering technology or related field and considerable experience in engineering and drafting work using computer equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Pennsylvania.

ENGINEERING DEPARTMENT

JOB TITLE: Administrative Assistant

PURPOSE OF POSITION: To provide administrative and clerical assistance to the Engineering Department. Handles short and long-term projects. This is light work requiring the exertion of up to 20 pounds of force occasionally; and up to 10 pounds of force frequently to move objects; work requires sitting, reaching at waist level and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing and exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities frequently; the worker is not subject to adverse environmental conditions.

ESSENTIAL JOB FUNCTIONS / TYPICAL TASKS:

Screens and redirects incoming telephone calls; records messages; answers routine questions.

Types letters, reports, memoranda, schedules, and forms from copy, drafts or instructions.

Open, sorts and distributes incoming mail.

Establishes and maintains a comprehensive filing system to manage all forms of data.

Serves as a liaison and co-ordinates between Engineering Dept. and other departments in the Township.

Corresponds with Commissioners.

Maintains deed registry system; including checking lien status, verifies deed accuracy, subdivision protocol, and updates computer system so other departments can issue permits properly. Sends notices for deed registry compliance with additional follow-up correspondences and Non-Traffic Violations Citations. Manages databases.

Issues highway and collects escrow monies when necessary.

Maintains PA 172 One-Call System tickets.

Accesses, inputs and retrieves information from computer programs.

Creates, assembles and updates bid specs documents including contracts and computes bid calculation and tabulates bid results.

Assists with the purchasing process, soliciting quotes and bids by preparing appropriate documents and maintains records, files and reports.

Prepares documents for residents for sewer right-of-ways and records them with the County.

Maintains confidentiality in all aspects of work.

Assists with the preparation of recruitment materials.

Assists contractors and consultants in all manners relating to jobs/contracts.

Manages PennDOT program reimbursements.

Assists residents with FEMA flood plain information.

Send notices / correspondences to residents in regards to local projects.

Completes Right-to-Know requests.

Maintains escrow and draw-downs for projects.

FEMA/PEMA Emergency work applications.

State and Federal Grant applications.

New MS4 requirements and permits for storm water control.

Greets and assists visitors, residents, township and government officials, and employees in a courteous and professional manner.

Copies and collates reports.

Sends bills, collects fees and maintains accurate records for the department.

Prepares weekly deposits and monthly reports.

Inventories and orders office supplies.

Operates office equipment.

Maintains appointment book and schedules meetings for office personnel as well as staff payroll hours.

Notary services at no charge to residents.

Other related duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and carry out instructions; organize and prioritize work load efficiently; handle personal and confidential information tactfully; read and interpret financial information; work independently when necessary in the performance of established or routine duties; effectively interact and communicate with the public via the telephone and in person to maintain good public relations; work well with others. Must possess excellent computer skills and be proficient with Microsoft Office – Professional Edition; good clerical and organizational skills, be detail-oriented and possess strong communication skills.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school.

JOB LOCATION (Place(s) where work is performed):

The Abington Township Administrative Building.

EQUIPMENT (Examples of machines, devices, tools, etc. used in job performance): Computer, typewriter, telephone, calculator, copier, scanner, facsimile machine, paper shredder.

2016 BUDGET PROPOSAL
PROGRAM SUMMARY SHEET

DEPARTMENT ENGINEERING

PROGRAM #	PROGRAM NAME	2015 APPROVED BUDGET	2015 ACTUAL 9 MONTHS	2016 BUDGET REQUEST
110	ENGINEERING	469,506	333,904	447,252
	SUB-TOTAL	469,506	333,904	447,252
	INTERDEPT. ALLOC.	44,696	33,522	46,169
	TRANSFER TO SEWER CAPITAL	0	0	0
	CHARGEBACK TO HUD	(37,550)	0	0
	TOTAL	476,652	367,426	493,421

2016 BUDGET PROPOSAL

PROG: ENGINEERING ADMINISTRATION

PROGRAM # 01-07
110

OBJECT NO	OBJECT NAME	2015 APPROVED BUDGET	2015 ADJUSTED BUDGET	2016 BUDGET REQUEST
5000	SALARY EXPENSE	317,452	317,452	243,473
5020	PART TIME WAGES	0	0	40,957
5041	OVERTIME	0	0	0
5100	LONGEVITY	7,500	7,500	9,250
5110	SOCIAL SECURITY	24,859	24,859	22,467
5111	MEDICAL BENEFITS	101,297	101,297	115,103
5112	LIFE INSURANCE	1,143	1,143	1,171
5113	DISABILITY INSURANCE	635	635	651
5300	OFFICE MATERIALS & SUPPLIES	1,500	1,500	1,000
5301	ASSOCIATION DUES & SEMINARS	1,300	1,300	1,800
5303	ADVERTISING & PRINTING	1,400	1,400	1,400
5304	EQUIPMENT REPAIR & MAINT	2,500	2,500	2,000
5305	CONTRACTED SERVICES	9,620	9,620	7,680
5323	GENERAL MATERIALS & SUPPLIES	300	300	300
SUB TOTAL		469,506	469,506	447,252
5900	INTERDEPARTMENTAL ALLOCATION	44,696	44,696	46,169
5917	TRANSFER FROM SEWER CAPITAL	0	0	0
5918	CHARGEBACK TO CDBG	(37,550)	(37,550)	0
TOTAL		476,652	476,652	493,421

WORKLOAD	2016 est	2015	2014
# OF PERMITS ISSUED	200	249	376
# OF DEEDS TRANSFERED	900	1,151	1,217
# OF BUILDING ADDRESSES ISSUED	7	13	7
# OF SUBDIVISION/LAND DEVELOPMENT/BUILDING PLANS REVIEWED	25	20	16
# OF SUBDIVISION/LAND DEVELOPMENT INSPECTION	3	3	3
# OF PROJECTS DESIGNED	30	20	35
# OF REQUESTS FOR LOCATION OF UNDERGROUND UTILITIES	3,000	4,652	4,175

2016 BUDGET DESCRIPTION/JUSTIFICATION WORKSHEET

DEPARTMENT: ENGINEERING

PROGRAM: ENGINEERING ADMINISTRATION

PROGRAM: #110

OBJECT CODE	ACCOUNT NAME	DESCRIPTION/JUSTIFICATION	2015 APPROVED BUDGET	2016 BUDGET REQUEST
5000	Salary Expense	Township Engineer	110,952	31,810
		Assistant Director	86,670	88,837
		Engineering Assistant	68,839	70,560
		Administrative Asst.	50,991	52,266
		TOTAL	317,452	243,473
5020	Part-time	Part-time Wages	0	40,957
5100	Longevity	Township Engineer 2,900		
		Assistant Director 2,450		
		Engineering Asst. 2,250		
		Administrative Asst. 1,650		
		TOTAL	7,500	9,250
5110	Social Security	Social Security	24,859	22,467
5111	Medical Benefits	Medical Benefits	101,297	115,103
5112	Life Insurance	Life Insurance	1,143	1,171
5113	Disability Ins.	Disability Ins	635	651
5300	Materials & Supplies	ENGINEERING Office Supplies/Templates	500	500
		DRAFTING-pens, ink, tools templates	500	0
		SURVEYING-measuring tapes, paint	<u>500</u>	<u>500</u>
		TOTAL	1,500	1,000
		5301	Association Dues & Conventions & Tuition Reimb.	Membership in professional organizations, attendance at seminars to obtain current information relative to engineering and public works. AMERICAN PUBLIC WORKS ASSN. ACT 25/Con't Education Req. SEMINAR AMERICAN SOC. OF CIVIL ENG. CIVIL ENGINEERS LICENSE
TOTAL	1,300	1,800		
5303	Advertising & Printing	Provides for legal advertisement for bids, township street maps		
		PRINTING (maps/books/plans)	<u>1,400</u>	<u>1,400</u>
		TOTAL	1,400	1,400
5304	Equipment & Supplies	Service contract for Xerox #6604 & Minolta Di251 copier, toner Maintenance/supplies for the computers, printers, scanners,	1,400	1,400

2016 BUDGET DESCRIPTION/JUSTIFICATION WORKSHEET

DEPARTMENT: ENGINEERING

PROGRAM: ENGINEERING ADMINISTRATION

PROGRAM: #110

OBJECT CODE	ACCOUNT NAME	DESCRIPTION/JUSTIFICATION	2015 APPROVED BUDGET	2016 BUDGET REQUEST
		plotters	600	600
		Department Shirts	<u>500</u>	<u>0</u>
		TOTAL	2,500	2,000
5305	Contracted Service	Provides for PA One-Call system, as required by State Act 172.	3,720	3,840
		Technical service/AUTOCAD	540	540
		Verizon cell phones	360	1,300
		Recorder of Deeds fees 40@\$125 ea.	<u>5,000</u>	<u>2,000</u>
		TOTAL	9,620	7,680
5323	General Expense	Reimbursement for tolls, parking travel fees, video equip. & developing for projects, miscellaneous camera equipment	300	300
5900	Interdepartmental Allocations	Insurance	5,345	5,386
		Workers' Comp Res.	459	500
		Computer Time	6,472	6,255
		Gen. Adm. Chgbk.	14,151	15,600
		Fin/Tax Office Charge-back	10,978	11,086
		Charge-back, to Sewer Oper.	-29,225	-29,225
		Vehicle Maintenance	<u>36,516</u>	<u>36,567</u>
		TOTAL	44,696	46,169
5917	Transfer from Sewer Capital	Engineering, inspection, contract & tabulation preparation of sewer projects.	0	0
5918	Charge-back to HUD	Engineering, inspection, contract & tabulation preparation of HUD projects.	-37,550	0