

REQUEST FOR PROPOSALS  
ERIE-WESTERN PENNSYLVANIA PORT AUTHORITY  
CIVIL ENGINEERING SERVICES

The Erie-Western PA Port Authority (“EWPPA”) is issuing this Request for Proposals (“RFP”) to set forth the process for the selection and qualification of responsible and responsive engineering firm(s) to address EWPPA's engineering requirements for forthcoming EWPPA projects.

Applicants may submit questions by email in accordance with the attached instructions before 4:30 PM EST on July 1, 2026. EWPPA will not respond to questions submitted after that time.

EWPPA will receive proposals until 4:30 PM EST on July 8, 2026, by email to [info@porterie.org](mailto:info@porterie.org). Proposals received after this date and time will not be accepted.

RFP documents are available and may be downloaded from the EWPPA website at [www.porterie.org](http://www.porterie.org). EWPPA reserves the right to reject any or all proposals.

***Erie-Times Public Notices will be published on June 25, 2026 and June 28, 2026.***

## I. PURPOSE AND INTENT

This Request for Proposals (“RFP”) is issued to outline the process for selection of an engineering firm or firm(s) for Civil Engineering services on an as-needed basis. The applicant(s) selected for award shall enter into a contract commencing on August 1, 2026, for a two-year term with an optional one-year renewal term to perform Civil Engineering Services for EWPPA projects on an as-needed basis. If multiple applicants are selected for award, EWPPA intends to issue a Request for Quote (RFQ) for engineering services for each project on an as-needed basis. This structure is intended to promote cost efficiency, ensure high-quality and prompt service delivery, and position EWPPA to assign a firm best positioned to effectively manage projects of varying size, scope, and complexity.

## II. PROPOSAL SUBMISSION AND SCHEDULE OF IMPLEMENTATION

Questions and inquiries regarding the RFP should be directed in writing by email no later than 4:30 pm on July 1, 2026, to: [info@porterie.org](mailto:info@porterie.org)

Proposals shall be submitted electronically to [info@porterie.org](mailto:info@porterie.org) no later than 4:30 pm on July 8th, 2026 to: Julie Slomski, Executive Director. A confirmation email will be provided.

EWPPA will respond to requests for clarifications only, not requests for additional information. EWPPA will issue a response to all questions by email and by posting on EWPPA’s website.

**Notice: Other than the individual listed above, an applicant's direct contact with EWPPA, the Board, or other related parties to seek answers to questions or otherwise interact regarding this RFP may be cause for removal from the RFP process.**

## III. PROPOSED SCHEDULE OF IMPLEMENTATION

June 24, 2026:	RFP Released
July 1, 2026, 4:30pm EST:	Applicant Questions due
July 3, 2026:	EWPPA Answers posted
July 8, 2026, 4:30pm EST:	Proposal Submission Deadline
July 13 – July 15, 2026 (tentative):	Interviews
July 17, 2026	Award Recommendation to Board

EWPPA reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the submitted written proposal should be comprehensive and complete on its face. EWPPA reserves the right to request clarifying information after submission of the proposal.

## IV. GENERAL INFORMATION

EWPPA is a municipal authority in the City of Erie, established under the Pennsylvania Third Class City Code. EWPPA is governed by an 11-Member Board of Directors which meets every other Wednesday with committee meetings scheduled for the same days, as well as special meetings on an as-needed basis. EWPPA owns approximately 665 acres of property along Erie's waterfront, of which 361 are on dry land and the remaining are water lots. These properties encompass a variety of uses including marinas and a campground, industrial properties, maritime operations, public parks and pathways, a landmark observation tower, and an historic lighthouse. EWPPA manages several facilities including the Bicentennial Tower, Lampe Campground and Marina, and boat storage operations. Other properties are leased to private operators, such as the Donjon Shipyard, Carmeuse Shipping Terminal, and several marinas. EWPPA employs approximately 14 full-time staff and 14 part-time and/or seasonal staff.

## V. SCOPE OF WORK TO BE PERFORMED

EWPPA anticipates executing a contract for fixed price, deliverables-based engineering services projects based on the selected firm's or firms' proposed hourly rates and other proposed fees.

Applicants must demonstrate a high degree of knowledge, experience, and ability related to (but not limited to) the following:

- On call availability for General Engineering services
- Project design services
- Construction management services
- All local and regional permitting entities and processes
- Environmental permitting (including local/state/federal)
- Detailed management of bid process and use of prevailing wage
- Subdivision design and land development
- Property conditions inspections
- Utilities, buildings, infrastructure, and maritime expertise
- Waterfront infrastructure (docks, bulkheads, piers)
- Dredging coordination and permitting
- Shoreline stabilization
- Certified FEMA Floodplain Administrator
- GIS mapping and surveying
- Grant application and administration assistance
- Stormwater management
- DOT/MARAD/PIDP requirements

The selected firm shall serve in the capacity of Civil Engineer/Certified Engineer and be responsible for performing all customary engineering duties associated with assigned projects, including design, analysis, permitting, and construction support. Services may be assigned based on project size, complexity, and the selected firm's designated role under the RFP.

The selected firm shall be responsible for, at a minimum, the following:

- Providing on-call general engineering services as needed
- Delivering construction management and inspection services
- Project design services, including conceptual planning, preliminary and final design, preparation of plans and specifications, cost estimating, and development of bid-ready construction documents
- Coordinating with and navigating all applicable local, regional, state, and federal permitting agencies and processes
- Preparing and obtaining environmental permits and approvals at all regulatory levels
- Managing the bidding process, including preparation of bid documents and compliance with prevailing wage requirements
- Performing subdivision design and land development services
- Conducting property condition assessments and inspections
- Providing design and engineering services for utilities, buildings, infrastructure, and maritime-related projects
- Designing and supporting waterfront infrastructure, including docks, bulkheads, and piers
- Coordinating dredging activities, including permitting and regulatory compliance
- Designing shoreline stabilization and erosion control measures
- Providing floodplain management services (e.g., Certified FEMA Floodplain Administrator or equivalent expertise)
- Performing GIS mapping, surveying, and geospatial analysis
- Assisting with grant applications and providing grant administration support
- Designing and implementing stormwater management systems and securing associated permits
- Ensuring compliance with applicable DOT, MARAD, and PIDP requirements

## VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Proposals must include, but are not limited to, the items listed below:

- An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the services requested.
- A staffing plan listing personnel that will be assigned to the contract if the firm is selected, including the designation of the individual who would be the firm's principal professional responsible for all services required under the contract and the designation of the individual(s) who would provide backup representation as needed. This portion of the proposal should include the relevant resume information for the individuals to be assigned.
- A description of the applicant's experience in performing services of the type described in the RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP for similarly sized organizations.
- Include a description of the firm's document management and record retention systems.
- References, including at least three (3) current clients for whom services have been provided for at least three (3) years. Provide contact names, titles, and phone numbers.
- Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to

this RFP or EWPPA.

- Discuss the process of a transition including anticipated steps, responsibilities of EWPPA, and timeframe.

Efforts should be made to describe the applicant's qualifications in a thorough but concise manner. Proposals shall not exceed ten (10) pages, not including resumes of relevant staff and the fee proposal.

## VII. FEE PROPOSAL

The proposal shall include a fee proposal including:

- A three-year fee proposal for 2026, 2027, and 2028. The fees proposed for Year 3 will hold if the Board extends the contract beyond the initial 2-year term.
- The proposal should detail proposed personnel classifications, rates per hour, direct expenses such as auto travel, copies, etc., and any other costs that may be applicable.
- A sample invoice shall be provided. EWPPA requires monthly, itemized billing.

## VIII. EVALUATION CRITERIA

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. EWPPA reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Cost
  - Cost-effectiveness, cost efficiency, proposed savings, and expense reduction.
  - Price, fee caps, and other cost control measures will be considered.
- Experience
  - Specialized experience
  - Documented prior experience in handling matters of similar size and scope
  - Demonstrated ability to meet deadlines and otherwise meet client needs
- Capacity
  - Staffing qualifications
  - Technical, administrative, financial capacity
  - Specific licensure requirements

## IX. GENERAL RULES GOVERNING RFPs/PROPOSAL

### REVISIONS TO RFP

EWPPA reserves the right to change, modify, or revise this RFP at any time. Any revision to this RFP will be posted on the RFPs Online website with the original opportunity details. It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

### PROPOSAL BINDING

By signing and submitting its proposal, each applicant agrees that the contents of its proposal are available for establishment of final contractual obligations for a minimum of 180 calendar days from the application deadline for this RFP. An applicant's refusal to enter into a contract which reflects the terms and conditions of this RFP or the applicant's proposal may, in EWPPA's sole discretion, result in rejection of the applicant's proposal.

### RIGHT OF REJECTION

EWPPA reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified applicants, if such action is in the best interest of EWPPA. EWPPA has the right, in its sole and absolute discretion, to select the proposal or proposals that EWPPA determines best meets its needs.

### RIGHT TO NEGOTIATE

EWPPA reserves the right to enter into negotiations with any or all applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as EWPPA may require, at any time prior to execution of a final contract. Applicants do not have the right to negotiate with EWPPA.

### MODIFICATION AND WITHDRAWAL OF PROPOSAL

Withdrawn proposals may be resubmitted up to the deadline designated for submission of proposals provided that the submitted proposal is fully in conformance with the RFP. If, within 24 hours after proposals are opened, any applicant that provides written notice to EWPPA, and promptly thereafter demonstrates to the reasonable satisfaction of EWPPA that there was a material and substantial mistake in the preparation of its proposal, may withdraw its proposal. Thereafter, the applicant will be disqualified from further submissions under this RFP.

### PROPOSALS TO REMAIN OPEN SUBJECT TO SELECTION

All proposals shall remain open for 60 days after the day of proposal opening; however, EWPPA may, in its sole discretion, release any proposal prior to that date.

### COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the applicant's sole responsibility. EWPPA assumes no responsibility for payment of any expenses incurred by any applicant as part of the RFP process.

### OPEN TO THE PUBLIC

All documents/information submitted in response to this solicitation shall be available to the general public via open records requests submitted in accordance with the Pennsylvania Right-To-Know Law.