

REQUEST FOR QUALIFICATIONS (RFQ)

**GENERAL ARCHITECTURAL, ENGINEERING AND TESTING SERVICES FOR THE
COUNTY OF ERIE
DEPARTMENT OF PUBLIC WORKS - HIGHWAYS AND BUILDINGS**

QUALIFICATIONS

The Erie County Department of Public Works is seeking Qualifications Statements for General Architectural, Engineering (herein after referred to as A/E) and Testing Services. This RFQ is for Term Agreements for Consulting and Testing Services within the Department of Public Works, including Highways and Buildings. Submit five (5) bound copies of your Qualifications Statements to John C. Loffredo, P.E., Commissioner, Department of Public Works, Erie County Rath Office Building, 95 Franklin Street, Suite 1400, Buffalo, New York, 14202 on or before 2:00 PM on May 24, 2013.

Reference your submittals as **“Qualifications for General Architectural, Engineering Services for the County of Erie – Department of Public Works.”**

The Statements of Qualification shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional Dividers may be used; they will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFQ. Proposals shall be submitted separately for Highways and separately for Buildings. These requirements will be strictly enforced.

The Erie County Department of Public Works (hereinafter called DPW) reserves the right to reject any or all Statements of Qualifications. This invitation does not commit the Erie County DPW to accept any Statements of Qualifications and does not obligate DPW for any costs associated with the preparation of the same.

The Erie County DPW reserves the right to review, comment and make modifications to the proposed project team.

If you have any questions regarding this RFQ, please call Jeffrey P. Zack, P.E., Senior Construction Project Manager – Buildings at (716) 858-8824, for questions relating to Buildings, and Charles A. Sickler, P.E., Director of Engineering at (716) 858-8372 for questions relating to Highways; Monday through Friday, between 9:00 AM and 3:00 PM. Fax questions will be received at (716) 858-8303 for Buildings & Grounds and at (716) 858-8228 for Highways.

EVALUATION

The Erie County DPW will evaluate all the Statements of Qualifications to select a number of firms. The Qualifications will be comparatively evaluated based upon the requirements

stated in the body of this RFQ. Inasmuch as DPW has familiarity with a considerable number of A/E firms, interviews will be held only if deemed necessary by the Commissioner.

THE PROJECTS

The selected firms will be invited to enter into a General A/E Services Agreement or Testing Services Agreement with DPW.

Initially, the Agreement will be non-project specific. As DPW projects are developed, one or more firms will be asked to submit proposals for A/E or Testing Services for a specific project. It should be noted that the consultant will be selected based on experience, qualifications and availability.

The scope of services, fee proposals and negotiations will occur as the projects are assigned to a consultant. Once a scope of services and fee is successfully negotiated, a change order will be executed to your contract authorizing the consultant to proceed.

No guarantee of work assignments or projects can be made, however, the assignment of projects will be based on the DPW's development of Capital Projects.

The Consultant Agreement will be valid for a period of three (3) years from the date of Legislative approval of the General A/E or Testing Services Agreements, and the County reserves the option to renew the Agreements for two (2) one (1) year terms, for a maximum of five (5) years.

PROFESSIONAL SERVICES

The following is a general framework of services that could be provided by the Architect, Engineering or Testing Services Consultant. Services shall not be limited by this framework. Instead, the scope of services will be tailored to each individual project, its budget, schedule and nature of work. Firms submitting responses to this RFQ shall indicate in their proposals the area(s) of work they would like to be considered for.

- Assessment of a Facility's Functional Organization and Operations
- Assessment of Existing Conditions and Infrastructure
- Assessment of Space and Functional Program Information
- Assessment of the Site's Ability to Accommodate the Proposed Project
- Project Initiation Reports (feasibility analysis, master planning, alternative conceptual design options with order of magnitude cost implications, consideration to future expansion, etc.)
- Schematic Design
- Design Development
- Construction Documents

- Construction Inspection Services
- Bidding Phase
- Contract Administration
- Geotechnical Evaluation
- Commissioning Services
- Energy
- Geotechnical Services – Analysis, Drilling and Reporting
- Post-Commissioning Services
- Security Consulting
- Building Pre-demolition Studies
- Environmental Services – Testing and Evaluation
- Asbestos Abatement Design
- Structural / Civil Engineering
- Structural Testing per Chapter 17 of the Building Code of New York State
- Testing of Building Materials (concrete, bolts, weldments, soils, masonry, etc.)
- Electrical Systems – Evaluation and Design
- Plumbing Systems – Evaluation and Design
- Mechanical Systems – Evaluation and Design
- Elevator / Vertical Lift Systems – Evaluation and Design
- Highway and Road Design / Construction / Reconstruction
- Bridge Design / Construction / Reconstruction
- Culvert Construction
- Embankment Stabilization
- Dam Inspection / Certification

- Traffic Studies
- Right-of-Way Approval / Acquisition
- Project Cost and Monitoring Control

1. CONTACT INFORMATION

To facilitate communications regarding this RFQ, please state clearly the following:

FIRM NAME:
CONTACT PERSON NAME & ADDRESS:
ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

2. STATEMENT

A statement is required of each firm submitting qualifications; it shall not exceed two (2) pages in length. This statement can be used to best describe: the firm’s understanding of this undertaking, their unique qualifications and their flexibility in implementing projects of varied scope and nature.

3. GSA FORM 330

The Candidates are required to provide DPW with up-to-date and complete General Services Administration (GSA) Form 330.

The following http address contains a copy of the same in PDF (Adobe Acrobat) format. This is provided for the candidate’s convenience and information. However, it is the responsibility of each candidate to obtain the appropriate form and to complete it. The Erie County DPW takes no legal responsibility for accuracy and availability of the Internet Address or the Form. The site belongs to and is managed by the Federal Government (GS).

<http://www.gsa.gov/portal/forms/download/116486>

4. MANPOWER COMMITMENT

Provide information regarding Manpower Commitment in the following order:

- a. A statement clearly indicating that your firm has the capacity to enter into the General A/E Agreement.
- b. Indicate the location of the office(s) where the work would be performed. List current or anticipated obligations, which will require professional or technical manpower commitments from the same office that will be utilized for this project. Indicate the size of these jobs and their aggregate manpower requirements.
- c. An estimate of the lead time required by your firm to respond to a Request for Proposal from DPW.

- d. An organizational chart indicating the staff that may be assigned to the contract and their responsibilities.
- e. Indicate the percent of minority personnel, at the firm and in particular on the project team.
- f. Provide a disclosure indicating, by name, any principal or staff member presently employed by your firm who was employed by the County of Erie in the year prior to the date of this RFQ. This disclosure shall also include the individual's title and the department within the County of Erie for whom the employee worked.

5. REFERENCES

The Candidates are required to provide references based on relevant past experience. Please state the following information for every reference listed.

FIRM NAME:
CONTACT PERSON NAME & ADDRESS:
ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

6. SUBMITTALS

Submittals and presentation materials will be transmitted with minimum delay to all parties involved in each project (including all authorities: State agencies, County Departments, etc.). To this end, submittals shall be issued in both electronic and hardcopy formats. Describe the software to be used by your team and your firm's E-mail capability.

7. QUALITY ASSURANCE AND CONTROL

The Quality Control and Assurance of Professional Services are of importance to this Department. The firm must address their approach to Quality Control and Assurance. A detailed discussion of the methodology to be used should be included.

GENERAL INFORMATION

To be selected, the Consultant needs to be licensed and authorized by the State of New York to practice Architecture and/or Engineering.

The Consultant shall provide the standard insurance requirements of the County. With respect to Professional Liability Insurance, the required insurance shall range from \$1M to \$5M, depending on the project, as per the discretion.

RFQ.Specifications.doc
Dated: