

**County of Erie  
Tecumseh Redevelopment, Inc.  
South Buffalo Railroad  
Erie County Industrial Development Agency**

**REQUEST FOR PROPOSALS**

**ENGINEERING and DESIGN SERVICES for Bethlehem Steel Rail  
Improvements at Tecumseh Redevelopment Inc. Lackawanna, NY  
(Former Bethlehem Steel Site)**

Proposals are being solicited from Architectural and Engineering (A/E) firms to provide design/engineering/ services for determining a new overall rail utilization plan (“Plan”) on the Tecumseh Redevelopment Inc. (“Tecumseh”) property and other properties serving the South Buffalo Railway system. The new rail facilities shall serve existing and potential clients on Tecumseh’s property as well as existing and potential new customers for Port of Buffalo and those located on Gateway Trade Center Inc. (“GTC”) and South Buffalo Railway (“SBR”) properties and provide for new rail storage track and rail operations.

This new rail utilization plan will be the basis for the removal of under utilized rail track and the installation of new rail facilities needed for current and future rail users as well as rail storage.

The project is being funded through the use of Erie County General Obligation Bonds.

Invited Firms are encouraged to include Minority and Women Owned Business Enterprises (M/WBE) in their engineering teams in order to meet Erie County’s goals of 15% MBE and 5% WBE participation.

**ERIE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL  
PROPOSALS AND TO WAIVE ANY INFORMALITIES THEREIN.**

**General Description of the Project:**

Erie County (the “County”), the Erie County Industrial Development Agency (the “ECIDA”), Tecumseh, and SBR are partnering to reconstruct existing rail facilities located on the Tecumseh site. Prior to any construction activity, the County, ECIDA, Tecumseh and SBR would like to develop a comprehensive rail utilization plan for the entire site located on the west side of NYS Route 5. This Plan will provide guidance for new rail investment to service the site in determining the best locations for new rail facilities that will promote intermodal use, new manufacturing and distribution facilities and necessary rail storage facilities, while maintaining or increasing overall rail operations.

The consultant will be responsible for developing the Plan in compliance with the standards of any and all government agencies with jurisdiction (including, but not limited to): the NYS Department of Transportation (NYSDOT); the US Department of Transportation – Federal Railroad Administration (FRA); the American Railway Engineering and Maintenance of Way Association (AREMA); Erie County/ Department of Public Works (DPW) and Department of Environment & Planning (DEP), the City of Lackawanna (City). The consultant will also be responsible for design in compliance with the standards of Genesee & Wyoming, Inc. – South Buffalo Railway.

## **SCOPE OF WORK**

### **The following is a description of the Services to be performed and completed by the successful A/E Firm:**

#### **Project Initiation** *(Tasks include, but are not limited to):*

- The A/E shall meet with the Steering Committee (County, ECIDA, SBR, Tecumseh,) to discuss project scope.
- The A/E shall conduct site visit(s) to become familiar with existing conditions.
- The A/E shall become familiar with all necessary documents, agreements and regulations controlling the site (i.e.: Funding Agreements, Utility Service Agreements, easements, etc.).
- The A/E shall organize progress meetings with all involved parties (including the NYSDOT, SBR, Gateway Trade Center, property owners and utility representatives).
- The A/E shall perform all work necessary to meet the project time-line as outlined in the Project Schedule to follow.

#### **Boundary and Topographic Survey** *(Tasks include, but are not limited to):*

- The A/E shall review the previously completed surveys of the area, Harbor Lead construction documents and record drawings, the City of Lackawanna Master Plan, the NYSDEC Brownfield Cleanup Program and any other documents involved to provide the necessary data needed to develop the Plan.

#### **Conceptual Designs and Layouts** *(Tasks include, but are not limited to):*

- Analysis of key factors influencing site planning, including but not limited to soil and environmental conditions, potential new road infrastructure, existing foundations and obstructions, additional rail sidings and rail car storage for future phases, rail corridor alignment as it impacts parcel size and dimensions and future parcel marketability, location of utilities and underground obstructions, local zoning, etc.
- Analysis and advice on opportunities to obtain additional State and Federal funding;
- Preliminary layout of proposed roads that intersect or are adjacent to the new rail facilities, including the need or potential to relocate existing utility lines on site;

- The A/E shall provide at conceptual plans and corresponding estimates for:
  - a) Short Term property development, rail storage options and operational needs to accomplish the removal of the remaining rail tracks along NYS Route 5.
  - b) Long Term property development to maximize use of rail and shipping infrastructure and industrial zoned property.

**Final Rail Utilization Plan** *(Tasks include, but are not limited to):*

- The A/E shall prepare the preliminary documents (plans, grades, curves, drawings, estimates of cost, etc.) for final review by representatives of the County, ECIDA, Tecumseh, and SBR.
- The A/E shall schedule a meeting(s), to ensure that all comments, feedback and changes are incorporated into the final documents.
- The A/E shall provide Engineer's Estimates of Cost at Conceptual and Final submissions of documents. All estimates to include a 10% contingency.
- Review and identify all permits for the rail transportation upgrades. Special attention should be paid to local permit ordinances and state permits pertaining to but not limited to environmental and transportation issues.

**Other Project Particulars** *(Tasks include but are not limited to):*

- The A/E shall provide written meeting minutes to the Steering Committee for all meetings during the design.
- All payment applications made by the A/E and any sub-consultants must be submitted to the County in a format acceptable by the County for reimbursement of funds.

This Scope of Work has been prepared as a proposal guideline. It is the respondent's responsibility to add any other A/E services that the consultant feels would be necessary to complete the project.

**BACKGROUND/EXPERTISE OF PARTICULAR VALUE:**

- Site rail infrastructure and rail operations experience, with particular emphasis on industrial and business parks in the past 15 years.
- Site planning, in particular as it relates to industrial parks and intermodal facilities in the past 10 years.
- Experience in brownfield redevelopment and reclamation projects in the past 10 years.
- Experience in working with projects utilizing NYS Multi-Modal Funds and public general obligation bonds in the past 10 years.
- Background in similar projects of this nature.
- Experience with projects within the County of Erie in the past 10 years.

Firms should only include project experience from staff that are still currently with the firm.

**GENERAL PROPOSAL REQUIREMENTS:****A. Experience of Firm/Project Team**

Firms, or their principals responding to this RFP, must be licensed to practice architecture and or engineering in New York State. Proposals should include an organizational chart, identifying the project manager and team members, with their titles. All proposed sub-consultants must also be identified, along with their project managers and key personnel.

**B. Experience, Depth and Breadth of Personnel**

The project team should have a full-range of relevant site planning and transportation engineering expertise. Primary personnel in each of the noted disciplines must be identified by name and office location, with resumes included, and should demonstrate satisfactory experience in the past 10 years and depth in each of the required disciplines.

**C. Approach and Methodology**

Respondents to this RFP should include a brief narrative explaining their approach. The narrative should outline the products and tasks to be provided in response to the recommended Scope of Work outlined above.

**D. Cost and Budget**

The A/E contract will be a fixed-price or lump sum cost contract. Therefore, all proposals must contain a Lump Sum Cost Proposal for the scope of services delineated, inclusive of all expenses (there will be no reimbursables). Proposals must include a breakdown by cost and man hours for the categories outlined. Submit cost proposal in a separate sealed envelope along with the proposal for services.

For the purposes of the proposal submittal, the following categories should be delineated in a **Fee Chart**, showing a lump sum amount for each category:

- **Project Initiation**
- **Conceptual Plans**
- **Final Rail Utilization Plan**

**E. Hourly Personnel Rates**

As a supplement, a schedule of billable rates for all key personnel (Principal-in-Charge, Project Manager, primary personnel for each design discipline, etc.) must be included in the proposal. Proposals must also include the ranges of billable rates for technical staff and support personnel. Firms shall note separately the firm’s Overhead & Profit rate that is to be added to each hourly rate.

**F. Schedule**

The anticipated schedule for the project is:

RFP Due Date		December 18, 2013
Award Planning Contract		January 16, 2014
Project Initiation	:	January 30, 2014
Submission of Conceptual Plans		March 14, 2014
Pre-Final (90%) Design Submission		April 25, 2014
Final Plan (100%) Submission		May 18, 2014

**SUBMISSION OF PROPOSALS:**

There is no restriction on the length of a proposal; however, respondents are encouraged to be as concise as possible. **Six (6) copies** of the proposal must be submitted, **no later than 2:00 PM, Wednesday, December 18, 2013:**

**Christopher Pawenski  
Erie County Department of Environment & Planning  
95 Franklin Street, 10<sup>th</sup> Floor  
Buffalo, New York, 14202**

**SELECTION PROCESS:**

Erie County may short list from the proposals and interviews may be required. Award of a contract is expected to be made on or about January 16, 2014.

The County does not assume the responsibility or liability for costs incurred by firms responding to this RFP or to any subsequent requests for interviews, additional information, submissions, etc. prior to issuance of a contract.

A meeting will be held at Erie County offices located at 95 Franklin Street, 14th Floor, Buffalo, NY 14202 on Wednesday, December 4th at 11:00 AM, to address any general questions which potential respondents may have regarding this RFP. The meeting is **not** mandatory for proposal consideration but it is highly encouraged to attend in order to properly develop an accurate proposal for this RFP. Any other requests for RFP interpretations should be made in writing to the County of Erie Department of Environment and Planning (faxes will be accepted at (716) 858-7248; or e-mail to christopher.pawenski@erie.gov). No requests for oral interpretations via the telephone will be accepted.