

**REQUEST FOR QUALIFICATIONS (RFQ)  
CULVERT INSPECTION AND DESIGN ENGINEERING SERVICES  
FOR THE COUNTY OF ERIE  
DEPARTMENT OF PUBLIC WORKS – DIVISION OF HIGHWAYS**

**QUALIFICATIONS**

The Erie County Department of Public Works, Division of Highways is seeking Qualification Statements for Engineering Services at various Erie County owned Culverts. This RFQ is for Services within the Department of Public Works, Division of Highways. Submit three (3) bound copies of your Qualification Statements to Gerard J. Sentz, P.E., Commissioner of Public Works, Erie County Rath Office Building, 95 Franklin Street, Suite 1400, Buffalo, NY 14202 on or before 4:00 PM on May 20, 2010.

Reference your submittal as “**Qualification for Engineering Service for the County of Erie – Department of Public Works – Culvert Inspection and Design Engineering Services**”.

The Statement of Qualification shall not exceed ten (10) pages, double sided (printed on both sides) or twenty (20) 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.

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

If you have any questions regarding this RFQ, please call Charles A. Sickler, P.E., Director of Engineering at (716) 858-8372 Monday through Friday, between 8:00 AM and 4:00 PM. Fax questions will be received at (716) 858-8228.

**EVALUATION**

The Erie County DPW will evaluate all of the Statements of Qualifications to select a firm or firms based on DPW needs. The Qualifications will be comparatively evaluated based upon the requirements stated in the body of the RFQ. Inasmuch as DPW has familiarity with a considerable number of engineering firms, interviews will be held only if deemed necessary by the Commissioner.

**THE PROJECT**

The selected firm or firms will be invited to enter into an Agreement with DPW for the work.

The scope of services, fee proposal and negotiations will occur as the project is fully defined. Once the scope of services and fee is successfully negotiated, a contract will be executed authorizing the consultant to proceed.

**PROFESSIONAL SERVICES**

The following is a general framework of services that could be provided by the Engineering firm(s) selected. Services will not be limited by this framework. There are approximately 460 culverts (ranging from spans greater than 5' to less than 20') within Erie County. There will be two (2) Consultants chosen for this work, with the culverts divided evenly between the Consultants.

- Inspection to follow New York State Dept. of Trans. Bridge Inspection Manual (Current Edition)
- All inspection reports submitted in PDF format
- Flagging of serious conditions to be done electronically, following NYSDOT procedures
- Digital photos electronically attached to Inspection and Flagging reports
- Location of centerline of culvert with GPS (sub-meter accuracy required)
- Project Safety Plan (i.e., confined space, etc....)
- Maintenance and Protection of Traffic, as necessary
- Engineering Plans and Specifications for repairs to the culvert(s) if there are serious repairs required, as identified during the inspections.
- NYSDEC/USACOE permitting for design work as required

**1. CONTACT INFORMATION**

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

<b>FIRM NAME:</b>
<b>CONTACT PERSON NAME:</b>
<b>ADDRESS:</b>
<b>TELEPHONE NUMBER:</b>
<b>FAX NUMBER:</b>
<b>E-MAIL ADDRESS:</b>

## **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 flexibility in implementing projects of varied scope and nature. Include the firm's and personnel experience with design and inspection of culverts.

## **3. GSA FORM SF330**

The Candidates are required to provide DPW with an up-to-date and complete General Services Administration (GSA) Form SF330.

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. This site belongs to and is managed by the Federal Government (GSA).

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>

This form will not be counted as part of your pages for this submission.

## **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 Agreement for Culvert Inspection and Design Engineering Services.
- 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 the DPW.
- d. An organizational chart indicating the staff that may be assigned to the contract and their responsibilities.
- e. Indicate the percentage 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 you 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.

<b>FIRM NAME:</b>
<b>CONTACT PERSON NAME:</b>
<b>ADDRESS:</b>
<b>TELEPHONE NUMBER:</b>
<b>FAX NUMBER:</b>
<b>E-MAIL ADDRESS:</b>

**6. SUBMITTALS**

Submittals and presentation materials will be transmitted with minimum delays to all parties involved in each project (including all authorities: State Agencies, County Department, 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.

**8. GENERAL INFORMATION**

The Consultant needs to demonstrate that he is licensed and authorized by the State of New York to practice Engineering.

The Consultant must meet Erie County's Standard Insurance Requirements.