

**REQUEST FOR QUALIFICATIONS (RFQ)
DAM SAFETY, 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 Dams. 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 April 9, 2010.

Reference your submittal as “**Qualification for Engineering Service for the County of Erie – Department of Public Works – Dam Safety, 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) 858-8303.

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. Instead, the scope of services will be tailored to each dam project, its budget, schedule and extent of work. A listing of the eight (8) dams is attached.

- Engineering Inspection of Dams to meet NYSDEC Dam Safety regulations
- Engineering Assessments of Dams to meet NYSDEC Dam Safety regulations
- Dam break analysis for the high and medium hazard dams if needed for the Emergency Action Plans
- Emergency Action Plans for Dams
- Environmental Issues with the Dams
- Engineering Plans and Specifications for repairs to the dam(s) if there are repairs identified during the inspections or assessments.
- Dam maintenance and inspection procedures for the various sites
- NYSDEC/USACOE permitting for work at dam sites
- Other items needed to meet NYSDEC Dam Safety Regulations

1. CONTACT INFORMATION

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

FIRM NAME:
CONTACT PERSON NAME:
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 flexibility in implementing projects of varied scope and nature. Include the firms and personnel experience with design, inspection and construction of dam projects, with a break down by hazard classification. What specialized software that will be used to complete the assignments?

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 Dam Safety, 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.

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

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.

9. PROPOSED DAM LOCATIONS

State Dam ID: 017-0325
 State Dam Name: Erie Parks Commission Dam
 Stream: Cayuga Creek
 Location: Como Lake Park
 Town: Lancaster
 Hazard Class: B (Medium)
 Owner: Erie County

State ID: 018-1481
State Dam Name: Erie Board of Supervisors Farm Dam
Stream: Trib. Eighteen Mile Creek
Location: County Forestry
Town: Concord
Hazard Class: A (Low)
Owner: Erie County

State ID: 018-3427
State Dam Name: Erie County Forestry Dam
Stream: Trib. Hylar Creek
Location: County Forestry
Town: Concord
Hazard Class: A (Low)
Owner: Erie County

State ID: 018-3659
State Dam Name: Erie County Parks Dept. Pond Dam
Stream: Trib. W. Br. Cazenovia Creek
Location: Sprague Brook Park
Town: Concord
Hazard Class: A (Low)
Owner: Erie County

State ID: 018-3660
State Dam Name: Erie County Parks Dept. Pond Dam
Stream: Trib. W. Br. Cazenovia Creek
Location: Sprague Brook Park
Town: Concord
Hazard Class: A (Low)
Owner: Erie County

State ID: 019-0565
State Dam Name: Springville Dam (AKA Scoby Dam)
Stream: Cattaraugus Creek
Location: Scoby Park
Town: Concord
Hazard Class: C (High)
Owner: Erie County

State ID: 023-0752
State Dam Name: Murder Creek Dam
Stream: Murder Creek
Location: Akron Falls Park
Town: Newstead
Hazard Class: A (Low)
Owner: Erie County

State ID:
State Dam Name: Chestnut Ridge Park Dam
Stream: Trib. Eighteen Mile Creek
Location: Chestnut Ridge Park
Town: Orchard Park
Hazard Class:
Owner: Erie County

State ID:
State Dam Name: Emery Park Dam
Stream: Trib. E. Br. Cazenovia Creek
Location: Emery Park
Town: Aurora
Hazard Class:
Owner: Erie County

State Dam ID: 017-0378
State Dam Name: Freemans Dam
Stream: Smokes Creek
Location: Freeman Road (CR 369)
Town: Orchard Park
Hazard Class: B (Medium)
Owner:

State ID: 017-0552
State Dam Name: Spring Creek Dam
Stream: Spring Creek
Location: South Buffalo Street (CR 82)
Town: Concord
Hazard Class: A (Low)
Owner: Unknown