October 21, 2013

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, NY 14202

RE: Request for Proposals
Division of Sewerage Management Construction Inspection Services

Honorable Members:

Enclosed please find a resolution and an accompanying memorandum pertaining to proposed professional services associated with construction inspection for the Division of Sewerage Management.

Should your honorable body require further information, I encourage you to contact the Division of Sewerage Management. Thank you for your consideration on this matter.

Sincerely,

Mark Poloncarz, Esq.
Erie County Executive

Item 4(a)

MEMORANDUM

To:	Honorable Members of the Erie County Legislature
From:	Department of Environment and Planning
Re:	Request for Proposals Division of Sewerage Management Construction Inspection Services
Date:	October 21, 2013

SUMMARY

Award of contracts to DiDonato Associates (689 Main Street, Buffalo, New York 14203), Greenman - Pedersen, Inc. (4950 Genesee Street, Suite 165, Buffalo, New York 14225), and Wm. Schutt Associates (37 Central Avenue, Lancaster, NY 14086) for professional services associated with construction inspection for the Division of Sewerage Management is requested in an amount not-to-exceed a total of $150,000 each for a three-year term.

FISCAL IMPLICATIONS

There are no fiscal implications to the County's General Fund. Payment under the proposed agreements will be made from either the Sewer District Capital or Operating Accounts.

REASONS FOR RECOMMENDATION

The Erie County Department of Environment and Planning – Division of Sewerage Management issued a Request for Proposals for firms to assist in construction inspection services for Erie County Sewer District Nos. 1, 2, 3, 4, 5, 6, and 8. A total of fifteen (15) firms responded in a timely manner to the open solicitation. A proposal review committee consisting of four representatives from the Erie County Division of Sewerage Management ranked the responses using a consistent scoring matrix. Based upon the scoring, DiDonato Associates, Greenman - Pedersen, Inc., and Wm. Schutt Associates received the top rating of the respondents. Therefore, in accordance with Section 19.08 of the Erie County Administrative Code, the proposal review committee recommends that DiDonato Associates, Greenman - Pedersen, Inc., and Wm. Schutt Associates be retained to complete the required consultant services.

BACKGROUND INFORMATION

The Erie County Division of Sewerage Management is limited in the number of staff available to perform construction inspection services for various projects throughout the Erie County Sewer Districts. When in-house staff are unavailable, the Division has historically utilized outside consulting firms to perform inspection through three-year term agreements. This is the eighth time the Division of Sewerage Management will be requesting that Your Honorable Body authorize executing agreements with consulting firms to assist in performing these services.

CONSEQUENCES OF NEGATIVE ACTION

The Division of Sewerage Management would be required to issue requests for proposals for each and every work project assignment when in-house staff are unavailable, leading to long delays and potential cost increases.

STEPS TO FOLLOW APPROVAL

The County Executive will be requested to execute three-year term agreements with DiDonato Associates, Greenman - Pedersen, Inc., and Wm. Schutt Associates in amounts not to exceed $150,000.00 each for professional services associated with construction inspection for the Division of Sewerage Management. Upon execution of an agreement and when the need arises, the Division of Sewerage Management will identify projects and will subsequently designate where funds are to be appropriated through implementation of a work order with the applicable consultant. Your Honorable Body will be informed of each work project assigned to one of the firms.

MARIA R. WHYTE
Commissioner

MW:JLF:
Encl.

Cc: M. Whyte – Department of Environment and Planning
J. Fiegl /0.11.0 Leg Ltr
M. Salah/0.3.2.Construction Inspection Services

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING

RE: Request for Proposals
Division of Sewerage Management Construction Inspection Services

WHEREAS, the County of Erie advertised a Request for Proposals from consulting firms to perform professional services associated with general construction inspection for the Division of Sewerage Management; and

WHEREAS, the advertised Request for Proposals contemplated three-year term contracts to assist the Division of Sewerage Management when in-house workload dictates; and

WHEREAS, a review committee consisting of representatives from the Erie County Division of Sewerage Management was established to evaluate fifteen (15) timely received responses to the County's Request for Proposals, using a consistent scoring matrix; and

WHEREAS, the proposal review committee recommends retaining DiDonato Associates, Greenman - Pedersen, Inc., and Wm. Schutt Associates to complete the requested consulting services.

NOW, THEREFORE, BE IT,

RESOLVED, that DiDonato Associates, Greenman - Pedersen, Inc., and Wm. Schutt Associates be retained to perform professional services associated with construction inspection for the Division of Sewerage Management; and be it further

RESOLVED, that the County Executive be, and hereby is, authorized to execute an Agreement with DiDonato Associates (689 Main Street, Buffalo, New York 14203), Greenman - Pedersen, Inc. (4950 Genesee Street, Suite 165, Buffalo, New York 14225), and Wm. Schutt Associates (37 Central Avenue, Lancaster, NY 14086) for professional services associated with construction inspection for the Division of Sewerage Management in an amount not to exceed $150,000.00 each, subject to approval as to form by the County Attorney's office; and be it further

RESOLVED, that the County Director of Budget and the County Comptroller be authorized to allocate $150,000.00 for each agreement from any of the Sewer Capital Projects in fund 430 or from the Sewer Operating Fund 220 (including business areas 181, 182, 183, and 186, account 516020 (Professional Service Contracts)) as determined by the Division of Sewerage Management; and be it further

RESOLVED, that the Department of Environment and Planning, Division of Sewerage Management, be required to notify the Legislature of each project assigned to an engineering firm under this resolution; and be it further

RESOLVED, that the Clerk of the Legislature send one (1) certified copy each to the County Executive, the Erie County Comptroller, the Erie County Director of Budget and Management, and Kristen Walder, Assistant County Attorney, and two (2) certified copies of this resolution to Joseph Fiegl, P.E., Division of Sewerage Management.