

City of Lockport, NY
Request for Qualifications
Professional Engineering Consulting Services
2020 General Engineering and Project Engineering Support Services

The City of Lockport is seeking proposals from qualified Engineering firms to provide General Engineering and Project Engineering Support Services for Fiscal Year 2020. **QUALIFICATIONS STATEMENTS DUE ON Tuesday November 26, 2019 by 2:00 pm.** Interested Engineering firms may obtain a copy of the Request for Qualifications by contacting Richelle J. Pasceri, City Clerk, 1 Locks Plaza, Lockport, New York 14094, 716-439-6776.



City of Lockport

Request for Qualifications

For

Professional Engineering Services

The City of Lockport, New York (the "City") is issuing this Request for Qualifications (RFQ) from qualified Professional Engineering Firms that are interested in providing engineering assistance to the City under one or both of the following service categories; (1) General Engineering Support Services and (2) Project Engineering Services. The City intends to select one firm to provide General Engineering Support Services for Fiscal Year 2020 and to pre-qualify multiple firms to provide Project Engineering Services as needed during Fiscal Year 2020.

The successful firms will be determined solely from the Statements of Qualification (SOQ) received and interviews if deemed necessary. The City reserves the right to reject all submissions if it deems in its best interest to do so. The City will not reimburse any costs associated with the preparation SOQ(s). All SOQ(s) submitted, must clearly state the specific service category(s) for which the Professional Engineering Firm would like to be considered for, including:

1. General Engineering Support Services Only.
2. Project Engineering Services Only.
3. Both General Engineering Support Services and Project Engineering Services.

An **original and three hardcopies** of the SOQ, accompanied by a **.pdf of the SOQ on electronic media**, and a cover letter signed by an Officer of the firm, shall be submitted to **Richelle J. Pasceri, City Clerk**, Lockport Municipal Building, One Locks Plaza, Lockport, New York 14094 on or before November 26, 2019 at **2:00 p.m.** SOQs must be submitted in a sealed envelope and clearly marked **"Statement of Qualifications – Professional Engineering Services."** Facsimiles or electronic proposals will not be accepted. The City is not seeking price proposals at this time.



1.0 Introduction

The City of Lockport is currently seeking Statements of Qualifications (SOQ) from qualified firms interested in providing professional engineering services to the City. Only firms licensed to provide professional engineering services in New York State are invited to respond to this request.

It is the City's intent to retain a single firm to provide General Engineering Support Services and to pre-qualify multiple firms to provide as-needed Project Engineering Services as herein described. The firm selected to provide General Engineering Support Services will act under the direction of the Director of Engineering to provide day-to-day engineering and administrative activities (i.e., attendance at Council Meetings, site plan reviews, general consultation regarding compliance issues, etc.).

Firms pre-qualified for Project Engineering Services will act as the City's Project Engineer for capital projects including studies, preliminary and detailed design, bid phase services, construction administration and inspection on an as-needed basis. A more detailed description of each service category is provided below.

Selected firms may be reappointed for an additional two years at the City's discretion.

2.0 Professional Engineering Service Categories

As described above, the City is seeking engineering assistance in two distinct service categories. A detailed description of each service category is provided below. Please note that qualified firms must be competent to provide all of the listed services, but may not be required to do so within the contract term. The actual services to be provided will be determined on an as-needed basis by the City. Consequently, specific price proposals will be negotiated with the selected firms for any necessary services.

2.1 General Engineering Support Services

The City is seeking a qualified firm with a designated representative to oversee the City's day-to-day engineering issues. General engineering support services are classified as specific City requests that may involve attendance and engineering guidance at meetings, assessment of engineering issues, and other related activities. Many of the services will be provided on an as-needed or "on-call" basis. A listing of potential General Engineering Support services is provided below:

- Attendance at City Council meetings or other related meetings, as determined by the City, for the purpose of reporting on the status of engineering and/or infrastructure issues.
- Review minutes of any or all meetings as designated by the City.
- Research engineering, infrastructure, and related topics for presentation and/or providing engineering guidance at City Council or other meetings.
- Providing consultation for SEQR proceedings for Unlisted and Type 1 actions (not requiring an Environmental Impact Statement). SEQR proceedings in connection with specific Project Engineering Services are included under Section 2.2.
- Advising the City Council and other City departments on "day-to-day" technical matters.
- General code review and consultation as required.



- Development of preliminary project cost estimates for planning purposes.
- Spot inspections at the request of the City Council or other City departments.
- Site plan reviews as required.
- Supply information and advice to architects, engineers, and developers relating to proposed projects in the City.
- Provide assistance with the development of Scope of Work for proposed capital improvement projects.
- Identification of potential project funding sources for capital projects.
- The firm selected to provide General Engineering Support Services is eligible to be pre-qualified to provide Project Engineering Services in accordance with Section 2.2.
- Advertisement and bidding assistance.
- Provide assistance with project funding assistance programs.
- Construction administration and resident inspection.

2.2 Project Engineering Services

The services listed under this category generally relate to the identification, planning, and delivery of capital improvement projects. The services provided under this category may include:

- Capital Improvement Planning (CIP) for City infrastructure improvements (i.e., water system, wastewater system, drainage system, facility, roadway).
- Preparation of detailed construction cost estimates.
- Evaluation of design standards for water, sewer, and road construction, and recommend necessary updates as required.
- Detailed SEQR proceedings for specific projects and/or Environmental Impact Statements.
- Identification of potential project funding sources for capital projects.
- Detailed reports, studies, and/or investigations related to the City's infrastructure including facilities, roads, water, sewer, etc.
- Engineering Design – development of plans, specifications, and contract documents for capital improvement projects.
- Detailed topographic surveys.
- Advertisement and bidding assistance.
- Construction administration and resident inspection.

As the needs for particular capital improvement projects are identified, a Scope of Work will be developed for the project and a Request for Proposals issued to pre-qualified firms.

3.0 Statement of Qualifications Format and Requirements

Statements of Qualification shall be submitted in the format described below and prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ. Expensive bindings and promotional materials, etc. are neither necessary nor desired.

1. A cover letter signed by an Officer of the firm authorized to offer said services.



City of Lockport Clerk

LOCKPORT MUNICIPAL BUILDING
ONE LOCKS PLAZA
LOCKPORT, NEW YORK 14094
PH. (716) 439-6676

2. General Capabilities - firm stability, financial strength, and service depth
Identify overall size, capabilities, and financial strength of the firm. The qualifications should demonstrate stability, longevity, and include a description of major disciplines and breadth of expertise.
3. Key Staff Qualifications
Please include a list of designated staff to be utilized in performing the services referenced herein, including job title, professional experience, and professional registration/certification. Please include resumes for key staff demonstrating their professional qualifications and experience. If the Firm is submitting for General Engineering Support Services, please identify who will be the day-to-day contact person with the City of Lockport.
4. Firm Experience
Include a listing of relevant municipal projects within the last three years with a brief description of the services provided. Please include a reference for each project with a phone number at which the individual can be reached. Specific work/projects completed for the City or in the Western New York region are preferable.
5. Location of Firm and Staff
Indicate the location of the office(s) where work on this project will be performed. Relevant project staff must be accessible and available to attend meetings in the City on relatively short notice.
6. Engineering Fees
Include a copy of the firm's 2020 Rate Schedule including job titles and hourly rates. If a firm is reappointed for subsequent years, any rate schedule adjustments must be reviewed and approved by the City.
7. SOQ Summary Table
Please summarize firm's responses to the Selection Criteria in a format matching the attached SOQ Summary Table. Please submit the SOQ Summary Table in Excel Format.

4.0 The Selection Process

The following outlines the anticipated schedule for selection of firms, criteria the City will use to base their selection, and the potential interview process.

4.1 Schedule

- SOQ Release Date: October 30, 2019
- SOQ Submission Deadline: November 26, 2019
- Selection of Engineering Firms: Anticipated December, 2019



4.2 Selection Criteria

The SOQ will be evaluated on the basis of firm/staff qualifications, relevant project experience, and the intended location of work. All SOQs received at or before the required time will be evaluated and scored based on the weighted scoring indicated below. Final selection will be based on the SOQ that is scored highest.

General Capabilities of the Firm

Maximum 20 Points

Points will be awarded based on a firm's expertise in municipal engineering and the firm's ability to provide multi-disciplined services in support of municipal projects.

Key Staff Qualifications

Maximum 30 Points

Qualifications and experience of key staff members will be evaluated relative to education, professional registration/certification, and relevant experience.

Past Firm Experience

Maximum 30 Points

Points will be awarded based on a listing of recently completed projects or services of a similar nature and experience working with municipal governments.

Location of Firm

Maximum 10 Points

Points will be awarded based on the firm's general proximity to the City and with respect to staff accessibility and travel-related expenses.

Engineering Fees

Maximum 10 Points

Points will be awarded based on the value provided to the City.

4.3 Selection Process

A Committee will be appointed by the Mayor that will evaluate and rank each submission. The City plans to retain a single firm to provide General Engineering Support Services and to pre-qualify multiple firms to provide as-needed Project Engineering Services based solely on the SOQs received. However, the City may choose to invite firms to be interviewed if the selection committee believes it is necessary. In such instances, prospective firms will be permitted a 30 to 45 minute presentation, with a 15-minute question and answer period.

Please note that this RFQ does not obligate the City to select a consultant or award a contract at this time or any time in the future. The City can at its sole discretion revise the requirements, schedule, guidelines and selection process for this RFQ at any time.



City of Lockport, NY
Request for Qualifications

2020 Professional Engineering Services

SOQ Summary Table

FIRM NAME: _____

| SELECTION CRITERIA | SUMMARY RESPONSE (To be completed by Consultant) | MAX POINTS | TO BE COMPLETED BY CITY | |
|---|---|---------------|-------------------------|----------|
| | | | Score | Comments |
| General Capabilities of the Firm <i>Expertise in municipal engineering and the firm's ability to provide multi disciplined services in support of municipal projects.</i> | | 20 | | |
| Key Staff Qualifications <i>Qualifications and experience of key staff members, education, professional registration/certification, and relevant experience.</i> | | 30 | | |
| Past Firm Experience <i>Listing of recently completed projects or services of a similar nature and experience working with municipal governments.</i> | | 30 | | |
| Location of Firm <i>Indicate the location of the office(s) where work on this project will be performed.</i> | | 10 | | |
| Engineering Fees <i>Attach proposed 2020 Standard Rate Schedule</i> | | 10 | | |
| TOTAL | | 100 | | |