



## **CITY OF LOCKPORT**

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**TIM RUSSO**  
Director of Finance

### **REQUESTS FOR PROPOSALS**

The City of Lockport is requesting sealed proposals for

Lockport Public Works Division – Operations and Management Audit

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on June 1st at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the scope of work.

Please contact City Clerk Sarah Lanzo at 716-439-6776 or [city.clerk@lockportny.gov](mailto:city.clerk@lockportny.gov) with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: May 11, 2023

## **Request for Proposal (RFP) for an Operations and Management Audit for Public Works of the City of Lockport, NY**

### **Introduction:**

The City of Lockport is seeking proposals from qualified firms to perform an Operations and Management Audit for Public Works Division. The objective of this audit is to identify opportunities for improvement in the City's public works operations and management, and to recommend actionable solutions that will enable the City to better serve its citizens.

### **Scope of Work:**

The selected firm will be expected to perform an in-depth audit of the Public Works Department's operations and management, including but not limited to the following areas:

- Asset Management
- Fleet Management
- Maintenance Management
- Personnel Management and Organization
- Emergency Response
- Environmental Compliance
- Customer Service
- Performance Metrics

The audit should identify areas where the City's operations and management can be improved, and provide recommendations for specific actions that can be taken to achieve these improvements.

### **Deliverables:**

The selected firm will be expected to provide a written report detailing their findings and recommendations. The report should be comprehensive and include the following sections:

- Executive Summary
- Methodology
- Findings
- Recommendations
- Implementation Plan

In addition to the written report, the firm should also provide a presentation to the City Council and Public Works Department staff to review the audit findings and recommendations.

**Proposal Requirements:**

Proposals should include the following:

- Firm's qualifications and experience in conducting similar audits.
- Proposed methodology for conducting the audit, including a timeline.
- Estimated cost for completing the audit.
- A sample audit report.

**Proposal Submission:**

Proposals should be submitted no later than 2 pm on June 1st at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094 to the attention of: "Bid - Operations and Management Audit for Public Works." Please also send a digital copy to [trusso@lockportny.gov](mailto:trusso@lockportny.gov).

**Other Details:**

The [FY 2023 Budget](#) can be found online for public access. In context of the City, Public Works consist of the following departments: Public Works Administration, Maintenance Garage, Street Maintenance, Street Lighting, Parks, Forestry, Wastewater Systems, Water Filtration and Water Distribution.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the firm.
- Proposed methodology for conducting the audit.
- Cost of the audit.
- Sample audit report.
- References.

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities in any proposal, and to accept any proposal deemed to be in the best interest of the City.

A committee will be appointed by the Mayor that will evaluate the submissions. Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time.

Thank you for your interest in this project. If you have any questions or require additional information, please contact City Clerk Sarah Lanzo at 716-439-6776 or [city.clerk@lockportny.gov](mailto:city.clerk@lockportny.gov).