

CITY OF LACKAWANNA
REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES

The City Council of the City of Lackawanna, Erie County, New York, is soliciting sealed proposals from qualified engineering firms having experience in providing civil engineering services as outlined in the SCOPE OF SERVICES section of this request.

Proposals shall be submitted by registered engineers currently licensed to practice Professional Engineering in the State of New York and shall address the topics described below.

1. OBJECTIVE

The City of Lackawanna, a municipality in the State of New York, is seeking proposals from qualified professional engineering firms to provide the City with engineering and consulting services for a project within the City. The firm selected by the City Council will act as the Engineering Consultant for the project.

2. SCOPE OF SERVICES

The City is seeking consulting engineering services for the Veterans Memorial Stadium project. This work would include, but not limited to, site investigation, environmental study, grant obligations, engineering design, construction inspection, and project administration.

The engineer should be available to attend all Work Sessions and City Council meetings, upon request, and provide project updates as needed. The contract will be effective upon approval of the City Council and will continue through the duration of the project.

3. COMPENSATION

The City desires to enter into a professional services agreement for this project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The City would like to request a rate table for the project and anticipated hours to complete the work. The City may elect to utilize a fixed fee or a not-to-exceed fee, for the project, subject to any conditions and exceptions agreed to by both parties. It should be understood that some fees may come as charge-backs from the City to various parties.

4. TERMS OF AGREEMENT

It is intended that this agreement will be for the duration of the project. The agreement for engineering services may be terminated by either party by thirty (30) days written notice. The agreement will provide for review of compensation and evaluation of performance as often as deemed necessary, but

no more than often than monthly. The agreement is non-exclusive and allows the City to obtain engineering services from other providers if, for any reason, it determines such services to be necessary.

5. PROFESSIONAL LIABILITY INSURANCE

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the City with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000.00 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional engineering services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and hold harmless the City against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

6. EXPERIENCE AND QUALIFICATIONS

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 2: Scope of Services. The proposals will be evaluated on knowledge, experience, and successes of these similar projects.

Interested engineering firms shall submit the following:

- a. Certification that your firm provides engineering services to municipal clients.
- b. Brief history of your firm including the length of time your firm has been providing engineering services.
- c. Statement of experience and qualifications.
- d. Description of work performed, and services provided on similar projects.
- e. List of projects completed similar to this project, with a brief description of the project including costs, dates, and relevant references.
- f. List of employees to be utilized for this project, including job title, project role and their availability.
- g. List of hourly billing rate for each employee and project rate table.
- h. Proof of liability insurance.

7. CONFLICTS OF INTEREST

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the City of Lackawanna.

8. PROPOSAL SUBMISSION INFORMATION

Submission Date and Time: Friday, April 22, 2022 at 11:00 a.m.

Submit To:

**City of Lackawanna
Attn: City Clerk
714 Ridge Road
Lackawanna, NY 14218**

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

9. SELECTION PROCESS

All submitted proposals will be reviewed by the City Council, and will be evaluated with regards to qualifications, experience, and pricing of services. The City Council may elect to interview select candidates in order to determine the firm which will provide the best services for the City of Lackawanna. All firms who respond to the RFP will be notified of the results.

10. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the City that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The City reserves the right to waive any minor informality in the RFP.

**Jeffrey P. DePasquale
City Clerk**