CITY OF LACKAWANNA
REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL ENGINEERING SERVICES
ROAD MILLING AND PAVING PROJECT

1. Introduction

The City of Lackawanna is requesting proposals from qualified professional engineering firms to provide design, bidding, and construction administration services for a road milling and paving project.

Project Limits:
Martin Road from Abbott Road to South Park Avenue.

2. Project Overview

The selected firm will provide professional engineering services necessary to prepare the project for public bidding and construction. The project may include:

• Field investigation and roadway assessment
• Milling and resurfacing design
• Pavement thickness evaluation
• Drainage review (if necessary)
• ADA curb ramp compliance.
• Preparation of technical specifications and bid documents
• Engineer's cost estimate
• Assistance during bidding process
• Construction observation and administration services

Funding is anticipated to be reimbursed through NYSDOT CHIPS.

3. Scope of Services

A. Preliminary Engineering
• Site visit and condition evaluation
• Review of existing records and coordination with City officials

B. Design Phase
• Preparation of plans and specifications
• Preparation of bid documents
• Development of engineer's estimate
• Compliance with NYSDOT and CHIPS requirements

C. Bidding Phase
• Assistance responding to contractor questions

• Preparation of addenda
• Review of bids and recommendation for award

D. Construction Phase
• Construction observation
• Review of contractor submittals
• Review and approval of pay applications
• Final project closeout documentation

4. Proposal Requirements

Proposals shall include:

• Firm background and qualifications
• Relevant municipal road project experience
• Project team and key personnel
• Proposed scope approach and timeline
• Fee proposal (lump sum or not-to-exceed amount)
• References from at least three municipal clients

5. Submission Deadline

Proposals must be received no later than:

Monday, March 30, 2026 at 11:00 AM

Submit to:
Grace Marrano City Clerk
714 Ridge Road Lackawanna, NY 14218
Room 215

6. Selection Criteria

Proposals will be evaluated based on:

• Experience with similar municipal projects
• Familiarity with NYSDOT CHIPS requirements
• Qualifications of project team
• Proposed project schedule
• Cost proposal

The City reserves the right to reject any or all proposals.

7. Contact Information

All questions regarding this RFP shall be directed to:

Dan Geercken
Department of Public Works
City of Lackawanna
716-827-6428
foreman@lackny.com