

LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR QUALIFICATIONS (RFQ)  
General Professional Services

Issued: 28-May-13

RFQ ID #: 154-13-1

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna ("COUNTY") for general professional services, to include: Attorney; Auditor; Bond Counsel; Engineer; Architect; Planner; Planner/Zoning Board Attorney.

**Submission Deadline:**

Respondents must submit their written submission by **1:00 p.m.** prevailing time on June 21, 2013

**Contact Person:**

Maria Elkins

Email: [elkinsm@lackawannacounty.org](mailto:elkinsm@lackawannacounty.org)

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the submission of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all submissions.

The Board reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any submission as may be permitted by law.

**2. PURPOSE:**

The purpose of this Request for Qualification is to solicit interest from qualified firms and/or individuals who can meet the professional service needs for Lackawanna County.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**

Four (4) copies of the Submission must be provided. Submissions must be addressed to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm submitting and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

**4. QUESTIONS:**

Questions can be submitted via email to: [elkinsm@lackawannacounty.org](mailto:elkinsm@lackawannacounty.org)

Questions will be answered by the appropriate individuals and answered within 3 business days via

\* email with a return reply acknowledging receipt of the email request.

**All questions pertaining to this RFQ must be submitted on or before:**

**6/19/2013 14:00**

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## 5. CRITERIA FOR EVALUTION OF SUBMISSION:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- \* The Respondent's demonstrated experience and reputation in the field.
- \* Knowledge of the subject matter of the services to be provided to the County.
- \* Knowledge of the County, its affairs and operations.
- \* Availability to accommodate any required meetings of Lackawanna County.
- \* Other factors to be in the best interest of the County.

## 6. SUBMISSION:

Each submission must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submissions must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the submission constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the submission due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All submissions to the County must include the following:
  - \* Name, address, and brief description of your firm;
  - \* The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services;
  - \* A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
  - \* A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.

## 7. CONFLICT OF INTEREST:

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

## 8. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS

All communications during this process should be directed to the appropriate contact listed in this Request for Qualifications. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

**REONDENTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THIS SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS**

## 9. CONFIDENTIALITY:

This Request for Qualification, and all Submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than

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the evaluation of the submissions received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualification, please return this Request to the Board and retain no copies thereof.

**Lackawanna County**  
**Qualifications Based Selection Process**

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.

The minimum qualifications established by the County for the professional appointments are as follows:

**Attorney:**

- \*Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than five (5) years preceding appointment, and preferably a certified civil trial attorney.
- \*Must have a minimum of five (5) years experience representing county and/or municipal entities and be experienced with regard to the county and/or municipal land use, budget, bond, open public meetings, open public records, open public bidding, and fair housing act laws, regulations, and ordinances.
- \*Must demonstrate experience representing other counties and/or municipalities in litigation. Must have experience preparing county and/or municipal resolutions and ordinances, and preparing and issuing opinion letters for the issuance of bonds and/or bond anticipation notes.

**Auditor:**

- \*Must be a certified public accountant.
- \*The applicant must have a minimum five (5) years experience representing county and/or municipal entities in connection with county and/or municipal audits, budgets and the issuance of bonds and/or anticipation notes.
- \*The applicant must have sufficient support staff to provide all services required by the County of Lackawanna, including but not limited to: the preparation of the county and/or municipal budgets; county and/or municipal audits; debt statements; official statements; all other documents relating to the issuance of bonds; all other financial matters pertaining to county and/or municipal government.

**Bond Counsel:**

- \*Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than five (5) years preceding appointment.
- \* Must have a minimum of five (5) years experience representing county and/or municipal entities in connection with the approval of bond ordinances and the issuance of county and/or municipal bonds and/or notes.
- \* Must have sufficient support staff to provide all services required by the County of Lackawanna, including but not limited to: the preparation of all documents necessary and incidental to the issuance of the bonds and other county obligations.
- \*Must list past and present public entities represented as Bond Counsel.
- \*Must provide references from at least two (2) public entity clients.

**Engineer:**

- \*Firm must have represented county and/or municipal-owned water and sewage utilities for at least five (5) years.
- \*Firm must designate three engineers or surveyors to serve as liaison to the County.
- \*The designated engineer(s) or surveyor(s) must be professionally licensed in the Commonwealth of Pennsylvania for at least three (3) years or demonstrate more than ten (10) years of county and/or municipal experience.
- \*The designated liaison must be thoroughly familiar with the County and Municipal land use laws, ordinances, and regulations.
- \*The designated liaisons must also be experienced in preparing bid specifications for various county construction projects and knowledge and experience in preparing and submitting grant applications.
- \* The firm must have sufficient support staff to provide all services required by the County of Lackawanna, included but not limited to: the preparation of all plans and documents necessary and incidental to the performance of the Engineer's duties and responsibilities.

**Architect:**

- \*Firm must have represented counties and/or school districts for at least five (5) years. Firm must designate professionals to serve as liaison to the County.
- \*The designated professionals must be licensed in the Commonwealth of Pennsylvania for at least three (3) years or demonstrate more than ten (10) years of county and/or municipal and/or school district experience.
- \*The professionals must be thoroughly familiar with the County and Municipal land use laws, ordinances, and regulations, and must also be experienced in preparing bid specifications for various county and/or municipal and/or school district construction projects and knowledge and experience in preparing and submitting grant applications.
- \*The firm must have sufficient support staff to provide all services required by the County of Lackawanna, including but not limited to: the preparation of all plans and documents necessary and incidental to the performance of the Architect's duties and responsibilities.

**Planner:**

- \*Must have served as a county and/or municipal planner for at least three (3) years.
- \*The planner must be thoroughly familiar with the County and Municipal land use and fair housing laws, ordinances, and regulations, and must have experience preparing Master Plans, and zoning and land use ordinances.
- \*The firm and/or planner must have sufficient support staff to provide all services required by the County of Lackawanna, including but not limited to: the preparation of all plans and documents necessary and incidental to the performance of the planner's duties and responsibilities.

**County Planning/Zoning Board Attorney:**

- \*Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than three (3) years preceding appointment.
- \*The planning/zoning board attorney must have a minimum five (5) years experience representing individuals and/or entities before county and/or municipal planning and/or zoning boards. Prior representation of a planning and/or board is preferable.
- \*The planning/zoning board attorney must be knowledgeable and experienced with regard to the County and Municipal Land Use Law.