

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the Lackawanna County Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503 for the following:

County Attorney	County Planner
County Auditor	County Planning/Zoning Board Attorney
County Bond Counsel	Government Efficiency Professionals
County Engineer	Governmental Affairs Specialists
County Architect	

- A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individual to provide professional services for the County of Lackawanna. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the County.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
- Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Elizabeth Randol, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. It is recommended that each submission package be hand-delivered. 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 shall be made in the sole discretion of the Board of Commissioners.
 - All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Elizabeth Randol, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.
- C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:
- 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;
 - Compliance with the minimum qualifications established by the County for the position;
 - Other factors determined to be in best interest of the County.
- D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting qualifications for County Attorney, County Auditor, County Bond Counsel, County Engineer, County Architect, County Planner, County Planning/Zoning Board Attorney, Government Efficiency Professionals and Governmental Affairs Specialists.
- Scope of Services
 - Resume(s)

3. Facilities; and
4. Conflict of Interest

The following explains what the Board of Commissioners expects in each of the major sections:

1. **Scope of Services** – The Board of Commissioners is requesting qualification statements to provide professional services for the County of Lackawanna. Your response should detail the firm's or individual's qualifications to provide that type of service.

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

County 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 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.

County 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 and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to county and/or municipal government.

County 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.

County Engineer:

Firm must have represented county and/or municipal-owned water and sewerage 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 including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the County Engineer's duties and responsibilities.

County 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 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 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 County Architect's duties and responsibilities

County 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.

Government Efficiency Professionals:

Must be a certified public accountant or have significant experience in finance. The applicants must have a minimum of five (5) years experience in finance or representing county and/or municipal entities in connection with making government more efficient. The applicant must have access to sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of necessary reviews, analysis and other documents relating to making county government more efficient and streamlining government operations.

Governmental Affairs Specialists:

Must have the appropriate registrations to represent the County of Lackawanna on federal or state legislative affairs matters. The applicants must have a minimum of five (5) years experience representing county and/or municipal entities in connection with legislative and governmental initiatives in the federal government or the Commonwealth of Pennsylvania government. The applicants must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of appropriation requests, drafting of legislation, preparation of legislative updates and other documents relating to governmental affairs matters.

- 2. **Resume** – All resumes submitted to the County of Lackawanna shall include the following:
 - a) Name and address of your firm and the corporate officer authorized to execute agreements.
 - b) A brief description of your firm’s history, ownership, organizational structure, location of its management, and licenses to do business in the Commonwealth of Pennsylvania.
 - c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
 - d) A listing of local government clients with which you have similar contracts; include the name, address and telephone number of the contact person.
 - e) A statement of your firm’s insurance coverage. Firms need not provide an insurance certificate specific to the County in responding to this RFQ. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.
 - f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm’s operations.

- 3. **Facilities – Office Locations**
 - a) For your firm’s facilities which will service this project:
 - i. The location
 - ii. Firm personnel assigned to this location
 - iii. Activities of the firm performed at this location

 - b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

E. **RESERVATION OF RIGHTS:** The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.