

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

**REQUEST FOR QUALIFICATIONS FOR
COUNTY ENGINEER**

JUNE 9, 2010

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, on **July 9, 2010, no later than 11:00 A.M.**, prevailing time for County Engineer.

- A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
1. Five (5) copies of the submission, inclusive of all information required in Section D hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, 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 and the term County Engineer RFQ 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 shall be made in the sole discretion of the Board of Commissioners.
 2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, 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:
1. Experience and reputation in the field;
 2. Knowledge of the subject matter of the services to be provided to the County;
 3. Knowledge of the County, its affairs and operations;
 4. Ability to meet timelines and schedules for completion as set forth by the County;

5. Availability to accommodate any required meetings of the County;
6. Compliance with the minimum qualifications established by the County for the position;
7. Other factors determined to be in best interest of the County.

D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting Qualifications for County Engineer, which should include:

1. Scope of Services;
2. 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** – All submittals should detail the firm's or individual's qualifications to provide the proposed service.

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

County Engineer:

Lackawanna County will select a qualified engineer or engineering firm to provide engineering services and be responsible for engineering matters for Lackawanna County. The County Engineer will work with a team of County Department Directors in the design, permitting, bidding, construction and inspection of various county projects. Personnel must be licensed by the Commonwealth of Pennsylvania as a Civil Engineer and it is recommended that personnel have a minimum of ten (10) years experience in various duties and responsibilities as a municipal engineer. The services of the County Engineer include but are not limited to the following:

- Design, permitting and inspection of county-owned public infrastructure and recreation facilities (roads, bridges, sanitary sewer, storm water management systems, and county park facilities),
- Preparation and/or review of plans and bid specifications for other county construction projects,
- Preparation and/or review of permit applications to PADEP, USEPA, and other local, state and federal agencies for county construction projects,
- Preparation and submission of PADOT reimbursement requests and use of PADOT's Engineering and Construction Management System (ECMS), and,

- Preparation and submission of MS4 Annual Reports to PADEP

2. **Personnel** – All qualifications submitted to the County 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 applicable license(s) and registration(s) 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 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 must provide an insurance certificate specific to the County in responding to this RFQ.
- f) 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.
- g) A statement that your firm is not in involved in any current litigation with the County.

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; and
 - 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.

4. **Conflicts 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.

- 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.

- F. LACKAWANNA COUNTY'S QUALIFICATIONS BASED SELECTION PROCESS: The statement of qualifications will be evaluated in accordance with the County's Qualifications Based Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website at www.lackawannacounty.org.