

REQUEST FOR QUALIFICATIONS ENGINEERING CONSULTING SERVICES

ERIE COUNTY GRANT

**Lackawanna Municipal Housing Authority Splash Pad and
Playground Equipment Project
(RFQ#61024)**



**LMHA
135 Odell Street
Lackawanna, NY 14218**

**Issued: June 11th, 2024
Proposals Due: July 11th, 2024**

REQUEST FOR QUALIFICATIONS

FOR ENGINEERING CONSULTING SERVICES

The Lackawanna Municipal Housing Authority (LMHA) requests qualifications from firms to provide engineering consulting services for the Lackawanna Municipal Housing Authority Splash Pad and Playground Equipment Project (RFQ#61024). The objective of the project is for the planning, design and construction of a new splash pad, playground equipment and ancillary site features (Project) at the LMHA.

The project is funded by a grant from the County of Erie. Under Article 15A, Executive Law, the State of New York is committed to providing Minority and Women Owned Business (MWBE) equal opportunity to participate in government contracts. The following goals have been set for this project: 13% Minority Business Enterprise (MBE) and 17% Women-owned Business Enterprise (WBE). All WBE/MBE work to satisfy this project must be self performed.

The LMHA has been and will continue to be an equal opportunity organization. All qualified Minority and Women-Owned Business Enterprise (MWBE) suppliers, contractors, and/or businesses will be afforded equal opportunity without discrimination because of race, religion, national origin, sex, age, disability, sexual preference, or Vietnam Era Veterans status.

The Request for Qualifications (RFQ) with instructions can be found on the LMHA website at the following link:

<https://www.lackawannahousing.com/doing-business-with-us>

Submissions will be received until 3:00 P.M. Eastern Standard Time, on Thursday, July 11th, 2024. Submission instructions must be followed and are included in the RFQ.

The LMHA reserves the right to waive irregularities and to reject any and/or all submissions.

Date: June 11th, 2024

PART I – PROJECT DESCRIPTION

The LMHA has obtained grant funding from the County of Erie toward the construction of a children’s splash pad and playground equipment for summer recreational use and activities. The LMHA intends to piggyback off of a recent, publicly-let Contract awarded to Parkitects to procure the design and construction of the splash pad and playground facilities.

PART II - SCOPE OF SERVICES

The LMHA seeks a Consultant(s) to provide engineering consulting services for the Lackawanna Municipal Housing Authority Splash Pad and Playground Equipment Project (RFQ#61024). The Consultant(s) will be expected to provide the following services:

A. Pre-design Services

- a. Meet with LMHA representatives at onset of project and as needed to establish and finalize project scope and requirements.
- b. Preparation of engineering studies, data, SEQR environmental assessment form, and regulatory permit applications, as required for obtaining local, county, state, federal and public utility approvals associated with the design and construction of the work.
- c. Complete all required surveying work required for the preparation of design drawings.

B. Design Services

- a. Developing an overall site plan, in coordination with the LMHA, that incorporates the splash pad, playground equipment and associated equipment (designed by Parkitects), into a site civil drawing package. The site plan and details will include design and layout for any asphalt pavement improvements, final grading, drainage, restoration work, and extension of the existing utilities to service the splash pad (water, sewer and electric service). The drawing package will include the following drawings:
 - i. Site and utility plan
 - ii. Grading plan
 - iii. Electrical plan
 - iv. Detail sheet
- b. Providing specifications for a pre-engineered, open-air park pavilion structure to serve as a sheltered sitting area. Design will include a slab on grade foundation and a concrete apron and sidewalk area.
- c. Completing a limited topographic survey suitable to layout utilities and establish grades for the proposed improvements.
- d. Preparing technical specifications detailing job specific requirements for the site work and Contract Documents suitable for public bidding.
- e. Incorporating specific requirements of the funding agency into the Bid Documents, as appropriate.
- f. Coordinating with the LMHA for inclusion of Parkitects’ design package with the Contract Documents.
- g. Completing the State Environmental Quality Review (SEQR) process. We anticipate the project will be an Unlisted Action.
- h. Preparing an engineer’s opinion of probable construction cost based on quantity take-offs.

C. Bidding Phase Services

- a. Furnishing Contract Documents for construction purposes.
- b. Parkitects can provide all installation services under Sourcewell Contract, that Contract satisfies all bidding requirements for government agencies.
- c. Prepare addenda and conduct pre-bid meeting. Prepare pre-bid meeting minutes and distribute to all plan holders.

D. Contract Administration Services

- a. Schedule and conduct a pre-construction meeting, and prepare and distribute meeting minutes to all involved parties.
- b. Provide consultation and advice to the LMHA as necessary during construction.
- c. Preparation of elementary sketches and supplementary sketches, as required to provide clarification and /or resolve actual field conditions encountered.
- d. Interpret contract documents and resolve unanticipated field problems by communications and visits to the site, as necessary.
- e. Review and approve detailed construction, shop, and erection drawings submitted by contractor, for compliance with design concept.
- f. Review and approve laboratory, shop, and mill test reports of materials and equipment, for compliance with design concept.
- g. Prepare requests for payment to contractor, based upon quantities of work items satisfactorily installed.
- h. Notify the LMHA when a change in the work is proposed which will cause an adjustment in the contract cost. Evaluate whether the proposed change is justified and reasonable, and if necessary, prepare change orders, issue field directives, and make recommendations for LMHA approval.
- i. Perform final inspection and report on the completed project, including the preparation of construction close-out documents and recommendation for LMHA acceptance.
- j. Upon completion of the project, the consultant shall provide record drawings of all completed work and furnish one set of prints and a digital copy of the drawings to the LMHA. Record drawings are to be based upon information provided by the LMHA and construction contractor, in the form of a red-line, marked-up set of drawings.
- k. Construction inspection services are to be provided on a full time basis, as required, to confirm that construction proceeds in accordance with the plans and specifications, regulatory permit requirements, and Contract Documents.
- l. Utilizing Sourcewell Contract secures a Landscape Structures/Aquatix certified installer for the project.

PART III – SUBMISSION REQUIREMENTS

Consultants are advised to adhere to the submittal requirements of the Request for Qualifications (RFQ). Failure to comply with the instructions of the RFQ may cause the proposal to be rejected.

Consultants are required to submit four hard copies (4) copies of the response on 8.5” x 11” letter sized paper and bound on the long side and one (1) electronic copy must also be provided on a flash drive.

All submissions shall include the following minimum information:

A. Cover Letter with Submission

Each Consultant Team submission to this RFQ shall be accompanied by a cover letter signed by an officer empowered by the Lead Consultant Firm to sign such material. (Definition: A "Consultant Team" may be a single consulting firm or a group of firms which have teamed up to work on a project.) Provide an email address.

Submission of the letter shall constitute a representation by the Consultant that it is willing and able to perform the services described in this Request for Qualifications and their responsive proposal.

B. Project Understanding and Approach

Provide a discussion of the intended approach to the project that demonstrates an understanding of the issues and tasks and how the Consultant Team plans to address them while providing consulting services to the LMHA.

It must include any proposed approach to project management, strategies, tools for ensuring performance of all required services, as well as any additional relevant factors for the LMHA’s consideration.

C. Description of the Consultant Team, Management and Team Members

Clearly identify who will be the project manager and the day-to-day contact person, as well as those individuals who will contribute substantial work on the project. Describe the anticipated roles of each Consultant Team organization and key project personnel. Indicate the qualifications of proposed Consultant Team members who will work on the project indicating relevant background experience and capabilities for this work.

D. Organization Qualifications

Provide a summary of each Consultant Team’s firm, company or corporation, which must include a brief description of the firm, including the office locations, the organization’s qualifications and professional services provided.

E. References, Related Experience and Examples of Work

Provide at least three (3) client references with contact information regarding relevant work. Specify the client, location, Consultant Team members and participating individuals and role on Team, type of work, implementation results or status, and other relevant information as needed. Provide examples of completed projects that are similar to that described in this RFQ.

F. Current and Planned Project Obligations

To confirm availability of Consultant Team members, information on project obligations and their anticipated time frames are needed. Specifically, a list of major projects, both ongoing and planned to which the Consultant Team members are committed should be provided. Include the staff resources devoted to those projects and the status of the projects.

G. Fee Proposal and Scope of Work

The respondent shall submit a lump sum fee proposal. The scope of work provided above for the required services has been prepared as a proposal guideline. It is the respondent's responsibility to add any other consultant services that the consultant feels would be necessary to administer the grant to the satisfaction of the LMHA and the funding agency.

Include a complete list of hourly rates and detail anticipated expenses.

H. Timetable for Completion

The Consultant should list major tasks, deliverables and a proposed timeline that would allow for the successful completion of the project.

I. Completed Required Forms, including:

- 1) Non-Collusive Bidding Certification
- 2) Grants MWBE Utilization Plan
- 3) Equal Employment Opportunity Policy Statement

PART IV – RFQ RESPONSE SELECTION PROCESS

Responses to this RFQ will be judged in several critical areas, as follows:

RFQ Response Selection Criteria

1. Completeness of the Submission

2. Ability to Demonstrate a Satisfactory Level of Project Understanding

The consultant team's demonstrated understanding of and approach to the project overall including the project scope and desired outcomes.

3. Ability to Carry Out and Manage the Project

The demonstrated ability to bring about a successful completion of the project. Qualities and indicators that will receive consideration include the breadth of related project experience with similar communities; the provision of references for such projects; experience, expertise, and accessibility of the proposed Project Manager and other key personnel; the demonstrated ability to work with community members as well as governmental bodies; understanding of applicable laws or regulations that relate to the project; and the ability to manage a project of this scale, including realizing timetables and quality control objectives.

4. Qualifications and Experience of Consultant Team Organization(s) and Individuals

The capabilities of the organization(s) and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include the individual professional, technical and educational achievements of each organization and individuals involved; the applicable experience of the proposed staff, and the specific experience gained on similar projects.

5. Current Workload of the Consultant Team and Proposed Schedule

The ability of the Consultant Team to devote the necessary human resources, technical expertise, and management attention to the project will be made. Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; and the past ability of the organization to deliver projects on a timely basis as well as the proposed timetable for completion and deliverables to be provided.

6. Fee Proposal

The above list is not intended to be exhaustive. Additional criteria may be added by the Selection Committee at a later date.

PART V - GENERAL INFORMATION

Expenses incurred in the preparation of submissions shall be borne by the Consultant Team with the expressed understanding that the firm(s) may not apply to the LMHA for reimbursement.

Consultant assumes all risks for the timely and proper delivery of submitted responses.

The received time of responses will be determined by the clock maintained by LMHA. No consideration will be given to responses received after the stated date and time.

Responses are solicited in accordance with the terms, conditions and instructions as set forth in this RFQ. Any material misrepresentation made by a consultant may void their proposal and eliminate the consultant's proposal from further consideration. The LMHA reserves the right to reject any or all responses.

The LMHA reserves the right, in its sole discretion, to amend this Request for Qualifications at any time prior to the deadline for submission of the responses. In the event it becomes necessary to revise or expand upon any part of this Request for Qualifications, all addendums and interpretations will be made in writing and posted on the LMHA's website at the following link:

<https://www.lackawannahousing.com/doing-business-with-us>. It is the sole responsibility of the Consultant to ensure that the LMHA has accurate contact information and to review the website for any such addendums, amendments, interpretations and/or modifications.

All addendums, amendments, interpretations and/or modifications shall be deemed to have been incorporated as part of this Request for Qualifications as though they were originally set forth in this RFQ. No addendum will be issued later than forty eight (48) hours prior to the date and time for the receipt of offers, except on addendum withdrawing the Request for Qualifications, or addendums for postponement of the due date and/or time.

Upon Submission of a response to this Request for Qualifications, each Consultant acknowledges and consents to the following conditions relative to the submission, review and consideration of its proposal:

- All submissions in response to this RFQ shall constitute public records subject to public disclosure.
- Neither the LMHA, nor its officers, officials nor employees shall be liable for any claims or damages resulting from the solicitation, preparation or delivery of any proposal submitted in response to this RFQ.

The LMHA reserves the right to exercise the following options with regard to this RFQ and the procurement process in order to obtain the most advantageous offer to the LMHA:

1. To waive irregularities, minor non-compliance and/or technical non-conformance by a consultant with the requirements of this RFQ.
2. To request clarification and/or further information from one or more consultants after the submitted deadline for responses without being obligated to offer the same opportunity to all consultants.
3. To enter into negotiations with one or more consultants without being obligated to negotiate with, or offer the same opportunity to all consultants.
4. To reject any or all responses, to accept part or all of a response on the basis of considerations other than lowest cost and to create a project of lesser or greater expense and scope than described in this RFQ or the consultant's proposal based on the component prices submitted.
5. To determine that any proposal received in response to this RFQ complies or fails to comply with the terms set forth herein.
6. To determine whether any perceived or actual conflict of interest exist that would affect or impair the award of any contract arising from this RFQ to any consultant.
7. To change or alter the schedule for any events called for in this RFQ.

8. To conduct investigations of any or all of the consultants, as the LMHA deems necessary or convenient, to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal.
9. To suspend or terminate the procurement process described in this RFQ at any time. If terminated, the LMHA shall have the unilateral right to determine to commence a new procurement process without any obligation to the consultants.
10. The LMHA shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

Consultants are advised to submit a complete offer as their proposal. Any waiver, clarification or negotiation will not be considered an opportunity for consultants to correct errors contained in their response.

PART VI – CONTRACT AWARD

The successful consultant may be offered a contract pending LMHA review, and formal approval and award by the LMHA Board of Commissioners. Please note that any renewals or change orders shall be in writing and are intended to allow for the LMHA’s exercise of its discretion to further contract with the successful consultant to provide additional professional services.

PART VII – INSURANCE REQUIREMENTS

Throughout the term of this agreement, Consultant shall maintain insurance in the amounts not less than shown below with the LMHA named as additional insured on a primary non-contributory basis on the Consultant’s auto liability, general liability and excess/umbrella liability policies. Consultant shall provide a certificate of insurance to the LMHA upon execution of this agreement containing the following:

- 1.) Worker’s Compensation: Statutory amount where services are performed
- 2.) Automobile: \$1,000,000
- 3.) General Liability: \$1,000,000
- 4.) Professional Liability: \$1,000,000
- 5.) Excess Umbrella: \$3,000,000

Consultant agrees to require all third parties engaged by or through Consultant in connection with this project to provide Consultant with current Certificates of Insurance endorsed to include the Consultant and the LMHA as an additional insured on their Automobile, General Liability and Excess Umbrella policies of insurance.

PART VIII – SUBMISSION INFORMATION

The LMHA requires that respondents submit four (4) hard copies of the proposal on 8.5” x 11” letter sized paper and bound on the long side and one (1) electronic copy on a flash drive. The proposals must be clearly marked with the project description "LMHA Splash Pad and Playground Equipment". In order to be considered for selection, proposals must be delivered no later than: **2:00 PM Eastern Standard Time on Thursday, July 11th, 2024.**

Submissions must be mailed or dropped off at the following address:

Lackawanna Municipal Housing Authority
Attn: Mark Kuwik, Executive Director
135 Odell St
Lackawanna, New York 14218

All questions regarding this RFQ can be directed to:

Mark Kuwik, Executive Director
Telephone: (716) 823-2551
Email: Kuwik.lmha@gmail.com

Thank you for your interest in working with the LMHA on this important project.