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DEPARTMENT OF PUBLIC WORKS, PARKS & STREETS
DIVISION OF ENGINEERING

**Request for Qualifications
Professional Engineering Consulting Services
Local Design Services Agreement (LDSA) 2022-2025**

Description:

Notice is hereby given that the City of Buffalo Department of Public Works, Parks and Streets (DPW) Division of Engineering is issuing a Request for Qualifications to establish an *Individual Sponsor Developed LDSA* for City highway, bridge, transportation, and other related Contracts that are Federal-Aid eligible. The LDSA will be used for the selection of engineering firms to provide any of the following services from 2022-2025:

- Project Scoping
- Preliminary Design (Phases I-IV)
- Final Design (Phases V-VI)
- Construction Administration (CA)
- Construction Inspection Services (CI)

The established LDSA does not preclude the City from using alternate procurement methods, in accordance with Chapter 6 of the NYSDOT Local Projects Manual, for consultant selection; the LDSA may also be used to award project scoping and design contracts using local funding for projects that may be eligible for future Federal-Aid.

All services shall require adherence to the funding source requirements, the City of Buffalo's Complete Streets Ordinance and the Buffalo Green Code.

General Introduction:

The City's Complete Street Ordinance, effective 2008, requires that DPW design, construct and maintain facilities that enable safe access for all users. Common elements of DPW projects now include bicycle facilities, bumpouts, reflective rapid flashings beacons, green infrastructure and other traffic calming measures.

DPW is also working to implement components of the Buffalo Bike Master Plan Update, 2016, in conjunction with the Regional Bicycle Master Plan, 2020, which "guide[s] the development of a comprehensive network of on-street and off-street pathways, bike lanes, greenway trails and other facilities that safely connects neighborhoods to key destinations."

DPW is also emphasizing the need for a clear, inclusive Public Outreach component to our projects.

Respondents should be advised that while the City is focused on the transformative elements described above, successful respondents must also demonstrate expertise in the traditional engineering services described in the required services list below.

Required Services:**Project Scoping:**

Services may include, but are not limited to: Assessment of existing or new City facilities; condition reports regarding roadways, trails, curbs, sidewalks, culverts, water and sewer lines, bridges, ancillary structures, intersection traffic control, traffic signs, striping and signage, street lighting and other transportation facilities (such as bicycle facilities); the inclusion of enhanced landscaping and/or green infrastructure technologies within the context of a given project; and the development of conceptual alternatives for the construction of a project.

Preliminary Design (Phases I-IV):

Services may include, but are not limited to: Topographic and right-of-way (ROW) surveying; other ROW incidentals such as appraisals and preparation of ROW maps; subsurface, geotechnical, and soil investigations, as well as pavement evaluations; Public Outreach plan; development of design alternatives, including cost estimates, and project renderings; bridge inspections; evaluation of cost and environmental factors, including air, noise, water, and hazardous material studies, and work including interaction with DEC; wetland delineation; cultural resource work including interaction with SHPO; architectural, green-infrastructure and landscaping services; preparation for, and attendance at, Public Agency, Arts Commission, Utility and Public Information meetings and hearings; completion of Environmental Assessment forms and various Agency permits; traffic signal and traffic corridor studies including the integration of bicycle facilities and related amenities; intelligent transportation systems; street lighting analysis and design; stormwater management and mitigation including the use and integration of green-infrastructure techniques; context sensitive design; value engineering; planning studies and other incidental services required as necessary to establish and obtain a Design Approval Document.

Final Design (Phases V-VI):

Services may include, but are not limited to: Final horizontal and vertical alignments for highways, streets, bridges, paths, trails, bikeways and walkways; ROW acquisition work; typical sections; detailed development and design of City utilities as related to street lighting, water and sewer, with an understanding of how to properly implement green infrastructure solutions into a given project; the design of traffic signal systems, signs and pavement markings that include provisions for bicycle facilities; the inclusion of public art and preparation for, and attendance at, Public Agency, Arts Commission, Utility and Public Information meetings and hearings; maintenance and protection of traffic during construction; constructability reviews; preparation of final Plans, Specifications and Estimates (PS&E) for the projects; and assistance in construction bid proceedings.

Construction Administration (CA):

Services may include, but are not limited to: Reviews of shop drawings and submittals; providing design response to unanticipated or changed field conditions; analysis and recommendations for proposed design changes; ongoing and continued interpretation and clarification of design plans; preparation for, and attendance at, Public Agency, Arts Commission, Utility and Public Information and construction progress meetings, as necessary; maintaining quantity and costs specific to multiple fund sources and reviewing Contractor invoices accordingly; monitoring of Contractor's EEO and DBE participation; reviewing and responding to audits, in particular FHWA audits; preparation of operation and maintenance data, instructions, diagrams, replacement parts lists, and guarantees for transmittal to DPW; and, preparation of record set of drawings.

Construction Inspection (CI):

Services may include, but are not limited to: Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the plans and specifications as set forth for a given project; maintenance of a daily diary describing the progress of work; and maintenance of records in accordance with the NYSDOT Manual of Uniform Record Keeping (MURK) and any other Federal or Local requirements.

General Information:

Firms must be able to provide all of these services either directly or through sub-consultants. All sub-consultants submitted by the Prime are subject to approval by the City of Buffalo.

To be designated, all Consultants (Prime) must be authorized by the State of New York to practice architecture and/or engineering as appropriate and certified by the NYS Department of State. Additionally, all surveying, and ROW mapping, shall be conducted by a firm authorized to provide professional land surveying in the State of New York.

Consultant contracts will follow the contracting procedures of the City of Buffalo. Terms and conditions of each contract will include all Federal, State and/or City mandate and goal requirements.

DBE Goals: Participation goals are determined by project funding source, and as such, can vary. Generally, Federal-Aid projects have a 20% DBE goal for professional services. Each firm is to clearly demonstrate how they plan to achieve DBE participations goals as will be required per project.

Criteria for Evaluation:

The selection of the “most highly qualified” firms, is based on the following evaluation criteria and weights listed:

1. Personnel Qualifications & Project Management (30 pts.) - 2 page maximum; include resumes in appendix (no page limit)
2. Proposed sub-consultants and DBE participation goals (20 pts.) - 2 page maximum
3. Experience with Similar Projects (20 pts.) - 5 page maximum
4. Past performance with City Projects (20 pts.) - 2 page maximum
5. Firm work load, staffing and office locations (10 pts.) - 2 page maximum

NOTES:

1. Firm’s offering to perform services as a Prime *may be* offered as a sub-consultant in another firm’s proposal. These firms can submit as both a Prime and a sub-consultant.
2. Prime firms with multiple offices, must clarify, and clearly state, which responsibilities are primarily performed at each location and at which office their proposed personnel are primarily stationed.

Submission:

Interested firms are to submit their Qualifications via PDF file titled “[FIRM NAME] 2022-2025 City of Buffalo LDSA” by mail on a USB flash drive to:

Department of Public Works, Parks and Streets
Division of Engineering
Attn: Mr. Nolan R. Skipper, P.E., Acting City Engineer
Room 502 City Hall
65 Niagara Square
Buffalo, NY 14202

The submission must also include three (3) hard copies.

Firms are also encouraged to send an email with the email subject line “[FIRM NAME] 2022-2025 City of Buffalo LDSA” to nskipper@buffalony.gov verifying they have mailed a submission. In this email, firms may include a PDF version of the submission (10 MB maximum file size).

Submissions are due by: **3:00 PM (EST), Wednesday, February 16th, 2022**

Questions may be directed to:

Mr. Nolan R. Skipper, P.E., Acting City Engineer

Phone: 716-851-5876

Email: nskipper@buffalony.gov