

2013 -2016
SUFFOLK COUNTY
LOCAL DESIGN SERVICES AGREEMENT
REQUEST FOR QUALIFICATIONS
PACKAGE

Pursuant to the recent advertisement in the New York State Contract Reporter, Suffolk County Department of Public Works (SCDPW) is issuing this guidance in connection with a Request for Qualifications (RFQ) to facilitate the selection of a **minimum of ten (10) consulting firms** for placement on the Suffolk County Local Design Services Agreement (LDSA) list. The LDSA list, once re-established, would be in effect for a three (3) year period starting **June 1, 2013** and ending **May 31, 2016**.

Once the LDSA list is re-established, it may be utilized by all municipal governments in Suffolk County who seek to procure consultant services in advancing their Federal Highway Administration (FHWA) funded projects through the New York State Department of Transportation's Federal/State project development process. Use of the LDSA list is not mandatory in advancing FHWA funded projects. Municipal project sponsors may also procure consultant services pursuant to other procurement methods as described in the aforementioned New York State Department of Transportation procedures. Placement on the Suffolk County LDSA list does not guarantee selection by a project sponsor to advance a project.

The LDSA list would be available to all municipal entities in Suffolk County to select consulting firms to provide the following services: Project Scoping/Studies, Preliminary/Final Design (Design Phases 1 – 6), including community outreach and environmental assessment, and subsequent Construction Support and Construction Inspection services for municipal highway, bridge, traffic and other related transportation projects.

All future project specific consultant procurement, and subsequent advancement through the project development process, would be subject to the current requirements of the New York State Department of Transportation's *Procedures for Locally Administered Federal Aid Projects (Volumes I & II)*. These procedures can be viewed at www.nysdot.gov under "publications."

The Suffolk County LDSA list would not be available to Nassau County municipalities in advancing FHWA funded transportation projects.

Selection Process

Selection to the Suffolk County Local Design Services Agreement list will be a qualifications based selection. Interested firms, and their sub-consultants, should complete and submit an Expression of Interest (EOI) that consists of a [Form 330](#) - for prime consultants and for sub-consultants.

All firms must be able to provide all Scoping/Study, Preliminary/Final Design, Construction Support and Construction Inspection services either directly or through approved sub-consultants.

The SCDPW will facilitate the selection of the most qualified firms based on the following evaluation criteria and weights listed below.

SELECTION CRITERIA FOR A/E CONSULTANTS

CRITERIA	MAXIMUM POINTS	
Experience and Qualification of Proposed Staff	25	
Experience of Firm/ Team with NYSDOT/FHWA highway and bridge project development process, including construction inspection procedures	20	
Experience of Firm with Locally Administered Federal Aid Projects	10	
Experience of Firm/ Team with NEPA/SEQRA Environmental Issues	15	
Community Participation Experience	5	
Logistics and Familiarity with the Selection Area	20	
Percentage of Proposed DBE Participation	5	
TOTAL	100	

After a SCDPW committee evaluates each proposal, rating sheets will be considered working documents, not subject to FOIL and will not be distributed to any individual party.

To be placed on the LDSA list, the prime consultant must be authorized by the State of New York to practice architecture and/or engineering as appropriate. For environmental assessments, personnel must have the necessary asbestos or other certifications. Additionally, a firm authorized to provide professional land surveying in the State of New York shall perform all surveying and right-of-way mapping.

Designation on the LDSA list will be for a period of **three (3) years**, beginning on **June 1, 2013**, during which project assignments may be made by various Suffolk County municipalities. It should be noted that designation on the LDSA list does not guarantee selection by a municipal government to perform services.

Following the initial designation, individual projects may be assigned to the firm deemed to be most qualified by the municipality sponsoring an approved FHWA funded project, followed by a scope of services meeting, proposal preparation, negotiations, and processing a contract with the municipality. Firms must anticipate attending a scope meeting in less than a week from identification of an individual project, with the project work to start as soon as appropriate thereafter. Selected firms must be able to initiate work on new assignments as necessary and to maintain steady production throughout the scheduled time period for each assignment. If a firm receives an assignment from a municipality and is then temporarily unable to take on additional

assignments, that firm should so notify the Suffolk County Department of Public Works that the firm is temporarily not available for selection. Once that firm is again capable of the satisfactory handling of additional assignments, the Department should again be notified. No guarantee of work assignments can be made, but the need for these contracts is based on a projected local project workload. Consultant contracts with municipalities will follow the contracting procedures of the involved municipality, but terms and conditions of the contract must include all Federal and/or State mandated requirements as described in the aforementioned Federal/State procedures. If a firm is selected by a municipality, work cannot begin until federal funds for that particular phase are authorized by the Federal Highway Administration (FHWA).

Submission Requirements

Qualifications shall be submitted in the form of an Expression-of-Interest (EOI) which will consist of: the federal General Services Administration (GSA) standard form SF-330 or a similar format providing the kinds of information as requested on the SF-330. (The SF-330 has replaced the now obsolete GSA standard forms 254 & 255). SF-330 can be used both for the prime consultant and sub-consultant(s).

NOTE: Suffolk County Department of Public Works will protect confidential and proprietary information from disclosure to extent permitted by the Freedom of Information Law (“FOIL”), Article 6 of the Public Officers Law. Accordingly, proposers should identify the page(s) of their proposal, which contain such information as, “confidential and proprietary.”

Accounting Requirements:

All firms submitting EOIs (prime consultants, joint ventures and sub-consultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, “Federal Acquisition Regulations, Contract Cost Principles and Procedures,” and 23CFR172, “Administration of Negotiated Contracts.” The firm(s) agree to use in the Agreement the salary and overhead rates on record at the time of designation. The use of any subsequent salary and overhead data is at the sole discretion of the project sponsor (locality).

Form SF-330 special notes

The instructions for completing the SF-330 are provided on pages 1-6 of the form. The SF-330 should include recent information dated no more than one year before the submission date. Additional pages may be used to provide information requested in the various sections of the Form. In no case, must the number of additional pages exceed 10. Each side of a two-sided page will count as a separate page. If more than 10 pages are included, those beyond the 10th will be removed.

Additions and Modifications to Form SF-330

Section E, Resumes of Key Personnel Proposed For This Contract

The proposed Project Team should include only those full time employees currently employed as of the date the EOI. Part-time personnel, personnel not employed as of the date of the EOI or personnel used on an as-needed basis should not be counted here but may be included in subsequent presentations.

Specific project experience must also include the date when the experience occurred. Individuals listed who are not currently employed by the responding firm must be identified as such. The

starting date of employment must be given for individuals employed less than one year with the firm. Resumes of key individuals should be limited to a single (one-sided) page.

For Construction Inspection Services, the resumes of key personnel must include:

- Current assignments (project, locations, duties)
- Estimated completion date of current assignments
- Client, client contact person and telephone number
- Professional/Technical Certifications, e.g., NICET certification levels.

Section F, Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

This section of the EOI may include pictures or graphics relative to the text. The use of non-glossy color graphics is permitted. Graphics or photos must be printed on the page and may not be otherwise attached. Pages with text, pictures or graphics, etc. on both sides of the page count as two pages.

Section H, Additional Information

A brief description of a proposed project approach and schedule may be included in this section. Statements which address selection criteria to be used to evaluate the submission but are not covered by the information requested in other sections of the SF-330 should also be included in this section.

Title VI Compliance

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, the Suffolk County hereby notifies all who respond to this request for qualifications that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (**DBE**) will be afforded full opportunity to submit bids in response to solicitations and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.

Submission Format

1. Each EOI must be in PDF format and provided on a computer CD (**4 copies of the CD**).
2. All submissions should include covers, a table of contents, and dividers that separate the required sections for the prime and each sub-consultant. Section dividers should be labeled with the name of the Prime or Sub consultant and the document contained in the section. Any material submitted in addition to the sections described in this announcement will either be removed or it may result in disqualification. One cover letter or transmittal letter may be submitted separately with the CDs.
3. All submissions must be received by **4:30 p.m. on April 25, 2013**, at the following address:

**Gilbert Anderson, P.E.
Commissioner of Public Works
County of Suffolk County
335 Yaphank Avenue
Yaphank, New York 11980-9744**

4. Information regarding this announcement may be obtained by contacting:

**William Hillman, P.E.
Chief Engineer
Telephone # (631) 852-4002**

5. The Commissioner reserves the right to reject any or all EOI's submitted, to cancel the solicitations advertised according to this notice, and/or to re-solicit for these services.
6. The firm offering to perform services as a prime may be offered as a sub-consultant in another firm's proposal.

Disadvantaged Business Enterprises (DBE) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit DBE sub-consultants as noted above.

Designated firms must submit proof of authority to practice Engineering/Surveying in New York State (as appropriate) immediately upon designation. Sub-consultants, Sub-contracting and/or Joint Ventures are permitted.