

Request for Statement of Interest

Lackawanna County is soliciting a Request for Qualifications / Statement of Interest from qualified engineering firms for Bridge Safety Inspection Services. The duration of the agreement will be two (2) years beginning in October of 2013.

The County will retain a PennDOT qualified engineering consultant to provide BMS2 NBIS bridge inspections and prepare reports and maintenance recommendations for County-owned bridges. All bridge inspection procedures outlined in PennDOT Publication #238 will be followed and all bridge inspection reports will be recorded through the use of PennDOT iForms format.

A consultant will be eligible for the work if they are a PennDOT registered Business Partner. The SOI shall include a narrative describing the capabilities of the proposed inspection teams; the approach to bridge inspection activities and meeting time constraints; and proof to being a PennDOT registered Business Partner. The County will not consider a Statement of Interest that includes a firm's cost as a factor for consideration. Examples of cost factor are: the inclusion by the consultant of the firm's low overhead rates or no charge for use of other direct costs. A reference to any cost factors would disqualify the Statement of Interest.

The County will use PennDOT's Modified Selection Procedure consisting of the request for Statements of Interest and the final ranking of a minimum of three firms based on the evaluation of the Statement of Interest received. Technical and price proposals will be requested from only the highest ranked firm, negotiations will be held after which a contract will be prepared, executed and the consultant is notified to proceed. The work will then be performed by the consultant in accordance with the contract terms.

The selection process procedures will use competitive negotiations for the method of procurement. The Statements of Interest will be limited to 5 pages using minimum 12 font (not including resumes and the required Standard 330 GSA Form for the Prime Consultant and any Sub-consultants) and shall be presented utilizing ECMS General Requirements in four (4) hard copies and two (2) copies on disc. The Statement of Interest must include a firm, or a team of firms, capable of providing all of the required advertised work and services. All team members must be registered as a Business Partner and have their current Annual Qualifications Package on file with PennDOT.

The following factors, listed in order of importance, will be considered by the County during the evaluation of the firms submitting Statements of Interest:

1. Past record of performance with respect to quality of work, quality assurance, ability to meet schedules and references for similar bridge inspection contracts. 30%.
2. The Professional Qualifications necessary for the satisfactory performance of the potentially required services. 20%
3. A narrative describing the capabilities of the proposed inspection teams and the firms approach to bridge inspection activities and load rating analysis. 20%.
4. Ability of the project team to provide prompt response to the County's bridge inspection needs. 20%.
5. Statement of current and anticipated workload for the proposed project team to meet the time requirements. 10%.

Lackawanna County encourages responses from small firms, minority firms, and firms that have not previously performed work for the County.

The County reserves the right to reject all Statements of Interest submitted, to cancel the solicitation request under this Notice, and/or to re-advertise a Statement of Interest for this work and services. Lackawanna County is an Equal Employment Opportunity Employer.

The County requires 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; and A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.

Conflict 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.

Communication with Elected or Appointed Officials: All communications during this process should be directed to the appropriate contact listed in this Request for Qualifications. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

Confidentiality: This Request for Qualification, and all Submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the submissions received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document.

All Statements of Interest must be submitted to the Lackawanna County by 2:00pm on August 9, 2013 in a sealed envelope marked "RFQ – Inspection Services." Firms submitting a State of Interest document that does not comply with the above requirements will not be considered. Submit to: Lackawanna County, Board of Commissioners c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503

Contact information for questions concerning submitting statements of interest: Larry Lukasik [lukasikl@lackawannacounty.org] Phone 570-496-7733.