



**OSWEGO COUNTY PURCHASING DEPARTMENT**

County Office Building •46 East Bridge Street • Oswego, NY 13126

Phone (315) 349-8234 Fax (315) 349-8308 Fred@oswegocounty.com

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**Fred Maxon**  
Purchasing Director

**Gail VanLinder**  
Purchasing Clerk

**Mary Watson**  
Purchasing Clerk

July 21, 2009

LEGAL NOTICE

Qualifications will be received by the Oswego County Purchasing Department, 46 East Bridge Street, Oswego, NY until **2 p.m., Thursday, August 13, 2009** for the development of:

**Pre-Qualified Professional Services Listing**

Questions are to be directed to the Purchasing Department at the above address Monday through Friday, 9:00 am to 5:00 pm.

Fred M. Maxon  
Purchasing Director

**RFQ # 1 - 09**  
**PRE-QUALIFIED PROFESSIONAL SERVICES**

**INFORMATION FOR VENDORS**

**PURPOSE**

The County of Oswego (NY) requests a submission of qualifications by providers of professional services, in our effort to develop an official listing of available contractors. Our purchasing policy reads as follows:

**Pre-qualification.** The Purchasing Director shall develop and conduct a public competitive process to pre-qualify lists of engineering, architectural, and computer science services, which can reasonably be estimated to cost less than \$10,000 per project or \$20,000 per public work project.

- a. The pre-qualification process shall be conducted annually by the Purchasing Director, in consultation with appropriate department heads.
- b. The pre-qualification process shall not obligate the County to the expenditure of monies to any firm.
- c. Firms contracted to write grants shall not obligate the County in the grant application to any further contracts with the firm.
- d. Pre-qualification programs conducted by New York State or New York State professional associations may be accepted.
- e. The pre-qualification lists are subject to the approval of the Finance and Personnel Committee and the County Legislature.

**Our intent is to submit the prequalified list to the Finance and Personnel committee for review on September 1. The full legislature would then vote to establish the official listing, on September 10, 2009.**

**ANTICIPATED TIME TABLE**

<b>Proposed Action</b>	<b>Target Date</b>
Request for Qualifications Issued	July 20, 2009
Proposal Due Date	August 13, 2009
Evaluation of Qualifications	August 13 – August 27
Finance and Personnel Committee	September 1, 2009
Anticipated Award by Legislature	September 10,2009

**DEADLINE, RECEIPT AND OPENING OF PROPOSALS**

Each Vendor shall submit a signed original qualification submission and three (3) copies in a sealed opaque envelope indicating the company's name and proposal title: **RFQ #1-09 – Pre-Qualified Professional Services. Submissions are due on or before 2:00 p.m., Thursday, August 13, 2009.** Either mail or deliver proposals in person to:

Fred M. Maxon, Purchasing Director  
Oswego County Purchasing  
46 East Bridge Street (3<sup>rd</sup> Floor)  
Oswego, NY 13126

The County may consider informal any submission not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any or all submissions. Facsimile transmitted submissions are not acceptable and will be rejected.

Submissions delivered prior to the scheduled opening date will be deemed received upon the day of the actual opening, and will be retained in the interim only as a courtesy to the Vendor.

### **VENDOR'S RESPONSIBILITY**

It is the Vendor's responsibility to meet the entire intent of this request. Vendors shall carefully examine the terms of this document and shall judge for themselves all the circumstances and conditions affecting their submission. Failure on the part of any Vendor to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Vendor did not understand the terms and conditions herein. The County of Oswego shall not be liable for any costs associated with the preparation, transmittal, or presentation of any response or materials submitted in response to the RFQ.

### **COMMUNICATIONS**

**Communications with the County shall be solely through the Purchasing Director.** Vendors are specifically directed not to contact any other County officials or employees in any fashion regarding this RFQ without prior approval from the official indicated below. Unauthorized communications may result in the rejection of Vendor's submission. The County will not be responsible for any oral representations or instructions.

### **EXAMINATION OF CONTRACT DOCUMENTS**

It is the responsibility of each Vendor to:

- (A) Examine the RFQ documents thoroughly;
- (B) Consider federal, state and local laws and regulations that may affect the submission;
- (C) Study and carefully correlate Vendor's observations with the RFQ document.

### **SCOPE PARAMETERS**

If a Vendor identifies an additional element not included in this RFQ, which in its judgment would be essential to accomplish the intended objectives as articulated in this RFQ, the Vendor should identify this element in its proposal and explain in detail why the County should consider including this element within the scope of services being qualified. Conversely, if a Vendor identifies a task within the RFQ that it believes could be modified or deleted without impacting the objectives of the RFQ, the Vendor should provide an explanation as to why the task should be deleted or modified. The County reserves the right to accept or reject all additions, deletions or modifications recommended.

### **VENDOR'S QUALIFICATIONS & ELIGIBILITY**

The County intent is to investigate as it deems necessary and determine the qualifications and ability of a Vendor. Vendors must promptly furnish the County all such information and data as the County may request for this purpose. The County reserves the right to reject any submission where an investigation of the available evidence or information does not satisfy the County that the Vendor is properly qualified or able to carry out the obligations of a contract.

### **REJECTION OR ACCEPTANCE OF A SUBMISSION**

The right is reserved by the County to waive any irregularities or informalities in any submission, to reject any or all submissions, to re-advertise for qualifications if desired, and to accept a submission which, in the

judgment of the County, is deemed the most advantageous for the public and the County. Any submission that is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind.

**AWARD**

The inclusion on our official prequalified list, will be based in part on an analysis of the following criteria: technical and esthetic qualities of the submission, reliability, vendor's ability and facilities to maintain the service called for, and evaluation of the vendor's proper understanding of the County's needs. The inclusion on our listing shall be awarded to responsible vendors who meet the RFQ's criteria in the opinion of the County.

All submission of qualifications is subject to final review and acceptance by the Oswego County Legislature before any prequalified listing is made. Receipt of a submission by the County shall not be construed as authority to bind the County.

**EMPLOYMENT**

Vendor must document that it is an Affirmative Action / Equal Opportunity Employer.

**FREEDOM OF INFORMATION LAW**

Vendors are advised that Oswego County is subject to the Freedom of Information Law (FOIL). The County will make every reasonable legal effort to maintain the confidentiality of submissions and subsequent negotiations. Vendors are advised to clearly identify and mark any proprietary information in their proposals as "Proprietary Information."

**SPECIFICATIONS**

The purpose of this RFQ is to develop a listing of vendors qualified to provide services to Oswego County:

- A. Engineering services
- B. Architectural services
- C. Computer Science services

Qualifications to be submitted (circle one):    **A**    **B**    **C**

Please fill out and submit the following, Parts A through C.

**Part A - VENDOR INFORMATION REQUIREMENTS**

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

FEDERAL ID NUMBER: \_\_\_\_\_

SEND CONTRACT TO:

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

INVOICES WILL BE FROM:

Address: \_\_\_\_\_  
 \_\_\_\_\_

PERSON TO CONTACT IN REFERENCE TO CONTRACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**Please Attach:**

- Organization Chart
- Professional Registrations
- Other Qualifications
- References
- Summary of Relevant Projects

**Part B - Disciplines**

Using the following list of Disciplines from the *Federal Standard Form 330*, indicate the Disciplines you wish to be pre-qualified for:

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

**Firm's Disciplines**

Code	Description	Code	Description

**Part C – Experience**

List of Experience Categories (Profile Codes) Use on form below .

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
A01	Acoustics, Noise Abatement	D01	Dams ( <i>Concrete; Arch</i> )
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization ( <i>Process and Facilities</i> )
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Develop- ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries ( <i>Planning and Relocation</i> )	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Air- borne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )
H10	Hotels; Motels	P05	Planning ( <i>Community, Regional, Areawide and State</i> )
H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	P06	Planning ( <i>Site, Installation and Project</i> )
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R07	Remote Sensing
L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S03	Seismic Designs and Studies

Code	Description
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities ( <i>Gas and Steam</i> )
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

**Firm's Experience** using the above listing. Please list all or any that apply.

Code	Description	Code	Description

**AWARD**

The award is getting on our listing of pre-qualified providers. The listing is subject to approval by the Oswego County legislature. The prequalified list will be made available through the county purchasing website following list approval. This list will be canvassed, each November for inclusion in the next calendar year's prequalified list. There will be opportunity for other firms to submit their qualifications, and existing listed firms to modify their submission.

The County of Oswego reserves the right to request additional data or an oral presentation in support of the written submission. Submission does not automatically qualify a vendor for a presentation.

The county reserves the right to contract with and negotiate with any pre-qualified vendor.

**FORMAT**

All proposals must be in accordance with the format specified below. Please submit one signed original and two copies of your proposal.

- I. Vendor Information Sheet (Page 5)
- II. Vendor Disciplines Summary (Page 6)
- III. Vendor Experience Summary (Page 9)
- IV. Proposal Body. See page 5 for examples of appropriate attachments
- V. Resolution for Corporations (attached)
- VI. Certificate of Insurance (for our records)

**CERTIFICATE OF INSURANCE**

THIS CERTIFIES to the Oswego County Purchasing Department, 46 East Bridge Street, Oswego, New York 13126 that the following described policies have been issued to, and are in force now for:

NAME & ADDRESS \_\_\_\_\_

OF INSURED: \_\_\_\_\_

COVERING: \_\_\_\_\_

<b>KIND OF INSURANCE</b>	<b>COMPANY &amp; POLICY NO.</b>	<b>EXPIRATION DATE</b>	<b>LIMITS OF LIABILITY</b>
( X ) Workers' Compensation			Statutory
( X ) Disability Benefits Law			Statutory
( X ) Comprehensive General OCC/Liability			CSL of \$1,000,000 \$1,000,000 Agg in the Primary Policy
( X ) Comprehensive Auto Liability			CSL of \$1,000,000 per OCC Primary Policy

The above described policies provide the following features or contain the following provisions, by endorsement for this project:

1. The above policies will not expire and/or non-renew by canceled, for any reason or restricted in coverage until at least thirty (30) days prior to written notice has been given, by certified mail, to the Oswego County Purchasing Department.
2. The Comprehensive General Liability policy specifically includes premises/operations, products/completed operations, blanket broad form contractual, and independent contractors liability coverage.
3. Personal injury liability coverage is provided under bodily injury liability insurance.
4. Broad form property damage coverage is provided.
5. The exclusion for actions on a contract by a third party beneficiary arising out of a project for a public authority is deleted from the contractor's and the owner's contractual liability policies.
6. The above described policies have been endorsed as necessary to provide the limits of liability indicated.
7. The CGL policy has been endorsed to include the County of Oswego as an additional insured.

\_\_\_\_\_  
Name of Insurance Agency

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address of Insurance Agency

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**RESOLUTION FOR CORPORATIONS ONLY**

Resolved that \_\_\_\_\_ (individual) is authorized to sign and submit the bid or proposal of this corporation for the following project:

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and to include in such bid or proposal the certificate as to non-collusion required by Section 103-D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury, and to enter into the contract if awarded to this corporation:

\_\_\_\_\_

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_  
\_\_\_\_\_ Corporation at a meeting of its Board of Directors held on the \_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and is still in force on this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Secretary

(Seal of Corporation)