



ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM

December 18, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Russell J. Stoll, Chief Operating Officer

A handwritten signature in blue ink, appearing to read "R. Stoll", is written over the printed name of Russell J. Stoll.

Subject: Request for Proposals  
Comprehensive Facilities Plan  
ECWA Project No. 201900219

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The Comprehensive Facilities Plan represents the first part of a multi-phase project by providing the planning and schematic design roadmap for the renovation, consolidation and/or relocation of existing Authority facilities at the Union Road Service Center and Ellicott Square Building. The 2019 Capital Budget includes funds for the completion of this project.

The Erie County Water Authority (ECWA) issued a Request for Proposal (RFP) to nine consulting engineering/architectural firms for the Comprehensive Facilities Plan project. An additional four firms obtained the RFP through the posting on our website. Five firms chose to submit proposals for this project. This is a single project requiring one consulting firm.

The proposals were reviewed and discussed among the engineering and administrative staff (Russ Stoll, Len Kowalski, Michael Wymer and Stanley Jemiolo). Experience, staffing, scope, and project approach were considered. It was determined that each firm possessed relevant qualifications to perform the work proposed. Four firms, Clark Patterson Lee, Hunt EAS, Labella Associates, and Trautman Associates were invited for follow-up interviews which included a discussion of the related experience of each firm.

Clark Patterson Lee provided an experienced project team to perform the work related to the Comprehensive Facilities Plan and demonstrated experience with similar work. Their approach showed an understanding of the necessary project process and work flow. Their fee is within 3% of the group of the lowest fee proposals and therefore competitive and reasonable.

I am requesting the Board's approval to negotiate with Clark Patterson Lee to develop a Professional Services Contract for the referenced project.

RJS:MWW:jmf

cc: K.Prendergast  
L.Kowalski  
M.Wymer  
L.Lester  
S.Jemiolo  
SCWA-799-1901