




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 5, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Russell J. Stoll, Executive Engineer 

Subject: Recommendation to Negotiate Professional Services Contract
Control of Hazardous Energy Program
ECWA Project No. 201900017

The Erie County Water Authority (ECWA) recently issued a Request for Proposal (RFP) to seven consulting engineering firms for professional engineering services for updating the Authority's Control of Hazardous Energy Program (also known as Lock Out Tag Out or LOTO program) for two water treatment facilities, the Service Center and fifty-six pump stations and tanks located throughout the Authority's distribution system. The locations are broken down into three categories based on the physical size and pump sizes at each facility: Large, Medium, and Small. This project will also include the development of language that can be used by the Authority for a policy on electrical hazards and an audit of emergency eye wash and shower requirements throughout the Authority's facilities.

The Request for Proposals was issued to the following professional engineering firms:

Arcadis
CHA Consulting, Inc.
Clark Patterson Lee
GHD
Greenman-Pedersen, Inc.
Nussbaumer & Clarke, Inc.
Wendel Companies

Only two firms responded to this RFP (Arcadis and Wendel Companies). Three firms, CHA Consulting, Inc., GHD, and Nussbaumer & Clarke, Inc. declined by official correspondence. Greenman-Pederson, Inc and Clark, Patterson Lee did not submit a proposal.

The two proposals were reviewed and discussed among the engineering staff (Russ Stoll, Len Kowalski, and Scott Aiple). Experience, staffing, scope, and project approach were considered. It was determined that the two firms possessed relevant qualifications to perform the work proposed.

The review team focused on the project understanding and scope of work. The ECWA had specific requirements in the RFP for the desired work. The Arcadis proposal provided a detailed understanding addressing all the various items requested by the RFP. Their scope of work was

comprehensive and very detailed with multiple steps and a comprehensive evaluation of the needs of a LOTO program. A schedule was also included that demonstrated their understanding of the effort involved in this detailed LOTO program. The Arcadis' project team offered broad and varied experience on similar relevant projects.

I am requesting the Board's approval to negotiate with Arcadis to develop a Professional Services Contract for the referenced project. Their proposal addressed all the requirements in the RFP and provided a strong and experienced project team.

LFK:jmf

cc: K.Prendergast

P.Fabozzi

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