



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

March 13, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, PE, Executive Engineer

A handwritten signature in blue ink, appearing to be "LFK", is written over the name Leonard F. Kowalski.

Subject: Request for Proposals  
New ECWA Operations Center  
ECWA Project No. 202200119

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The Erie County Water Authority (ECWA) issued a Request for Proposal (RFP) for engineering/architectural consulting services for the design and construction of the New ECWA Operations Center, to be located on the recently purchased 60-acre parcel on North America Drive in the Town of West Seneca.

Seven firms (Bergmann, Carmina-Wood, Canon Design, Hunt EAS, Labella, Trautman, and Young + Wright) were issued the RFP. An additional four firms (Wm Schutt Associates, EI Team, Kideney Architects, and RDHA) obtained the RFP through the posting on our website. Seven 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. Experience, staffing, scope, and project approach were considered. It was determined that each firm possessed relevant qualifications to perform the work proposed. Four firms, Carmina-Wood, Hunt EAS, Labella Associates, and Young + Wright were invited for follow-up interviews which included a discussion of the related experience of each firm and how that experience would be applied to the New ECWA Operations Center project.

Labella Associates provided an experienced project team to perform the work related to the New ECWA Operations Center and demonstrated experience with similar work of comparable sized facilities including an operation center for a large water utility. Their approach showed an understanding of the necessary project process and workflow and they acknowledged completion of the work will be in accordance with the durations identified in the RFP. Their fee was carefully reviewed and is appropriate for the level of effort and detail requested in the RFP.

The Engineering Department will move forward with the preparation of a Professional Services agreement with Labella Associates.

MWW:jmf  
cc: L.Kowalski  
M.Wymer  
L.Lester