

## INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until 4:30 P.M., local time on Wednesday September 1, 2010 and then opened and read for:

### **Plan Review / Inspection Design Professional Consultant RFP- # 2010-023**

Specifications **MUST** be **RECEIVED** from the Oneida County Health Department, Sean Clive, Principal Sanitarian, 4<sup>th</sup> Floor, 185 Genesee Street, Utica, NY 13501, Phone: 315-798-5064.

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Daniel W. Gilmore, Ph.D.  
Environmental Health Director

Dated: August 16 & 17, 2010

**Oneida County Health Department  
Adirondack Bank Building - 185 Genesee Street – 4<sup>th</sup> Floor, Utica, NY 13501  
315-798-5064 Fax – 315-798-6486**

## **REQUEST FOR PROPOSAL**

**Plan Review / Inspection Design Professional Consultant  
RFP # 2010-023**

**August 13, 2010**

**for**

**Oneida County Health Department  
Adirondack Bank Building - 185 Genesee Street – 4<sup>th</sup> Floor, Utica, NY**

### **CONTENTS SECTION:**

- 1.0 INTRODUCTION**
- 2.0 GENERAL INFORMATION**
- 3.0 GENERAL REQUIREMENTS**
- 4.0 CRITERIA FOR AWARD CONTRACT**
- 5.0 SCOPE OF WORK**
- 6.0 INFORMATION REQUIRED IN PROPOSALS**
- 7.0 TERMS AND CONDITIONS**
- 8.0 CONSULTANT LIABILITY**
- 9.0 DOCUMENT PRINTING/OWNERSHIP OF ORIGINAL DRAWINGS AND MANUSCRIPTS**
- 10.0 WAIVER OF IMMUNITY**
- 11.0 SOLID WASTE MANAGEMENT CERTIFICATION**
- 12.0 PAYMENT INFORMATION**

### **1.0 INTRODUCTION**

The County of Oneida is seeking proposals (“Proposals”) from qualified design professionals (“Vendors”) as defined by NYS Education Law including Professional Engineers and Registered Architects, licensed by and located and authorized to do business in the State of New York, to provide to the County of Oneida’s Department of Health (OCHD) professional services consisting of Plan Review and Inspection on an “as needed” basis for projects within the jurisdictional area of Oneida County, New York. County of Oneida will select a firm or firms, individual or individuals to provide plan review and inspection services as needed. Projects may be any which are within the scope of professional engineering in health department program areas including drinking water, wastewater disposal, realty subdivisions, pools, beaches, campgrounds, mobile home parks, food service facilities, mass gatherings, temporary residences, or any other regulated entity as defined by the Oneida County Sanitary Code, State Sanitary Code and/or Public Health Law.

The Vendor selected shall provide necessary services on behalf of and under the authority of the Oneida County Director of Health. The Vendor will be selected from among submitted proposals based on an analysis of each prospective Vendor’s ability to provide the County of Oneida with the highest quality Services at the most cost-

effective fees. The successful bidder will work with and at the direction of the OCHD's Environmental Health Director or Supervisor and staff.

The Vendor will be required to work with the appropriate OCHD program staff, third-party design professionals, owners and other involved persons to find workable solutions to code related problems prior to construction or when problems arise during or following construction. Vendors with specialized backgrounds (e.g. engineering - structural, chemical, civil, environmental, etc.) will be needed to make appropriate site visits with OCHD staff or at other times as necessary.

Plan review and site visit work is expected to include less than 50 plans / projects per year, though size and scope of projects may vary.

Conflicts of Interest will be avoided by establishment of contracts with multiple Vendors. Therefore, depending on submissions, contractual relationships may result in many, several or few plan review and inspection related projects during the course of the contract. Vendors shall not provide services for those projects to which they have been awarded the contract or are working in a subcontracting position.

The OCHD will supply the selected Vendor with a copy of applicable state and local codes, rules and regulations. Acquisition of national standards shall be the responsibility of the Vendor. The format of the provided copy shall be at the discretion of the OCHD (e.g. electronic/digital, paper, bound book, etc.).

## **2.0 GENERAL INFORMATION**

### **2.1 GENERAL PROPOSAL INFORMATION**

ONEIDA COUNTY HEALTH DEPARTMENT

Adirondack Bank Building - 185 Genesee Street – 4<sup>th</sup> Floor, Utica, NY 13501  
315-798-5064 Fax – 315-798-6486

### **REQUEST FOR PROPOSAL**

Proposals will be received by the Oneida County Health Department (OCHD) beginning and ending on the dates listed for the following:

#### **PROPOSAL ITEM (include on all correspondence):**

***“PLAN REVIEW / INSPECTION ENGINEER CONSULTANT”***

**OPENING TIME:** 8:30 AM Eastern Standard Time

**DATE:** September 2, 2010

**LOCATION:** ONEIDA COUNTY HEALTH DEPARTMENT  
Adirondack Bank Building - 185 GENESEE STREET – 4TH FLOOR  
UTICA, NY 13501

**AWARD DATE:** ESTIMATED BY December 1, 2010

Proposals should be submitted to: Daniel W. Gilmore, Ph.D., Director of Environmental Health Services at (315) 798-5064 (fax - (315) 798-6486) or by e-mail at [Publichealth@ocgov.net](mailto:Publichealth@ocgov.net). Sealed proposals must be clearly marked ***“ENGINEERING CONSULTANT”*** on the outside of the sealed envelope and received by the

OCHD at the above location at or before the date and time set out above. Proposals will be opened and reviewed by the Health Department Engineering Contract Committee. The County of Oneida and OCHD reserve the right to reject any and all proposals, to waive any informalities and to negotiate for the modifications of any proposal or accept that proposal which is deemed the most desirable and advantageous from the standpoint of customer value and may not, on its face, appear to be the lowest and best price. No proposal may be withdrawn for a period of sixty (60) days after the scheduled proposal opening date.

## **2.2 OTHER GENERAL INFORMATION**

The purpose of this Request for Proposal (RFP) is to provide interested contractors (vendors) with sufficient information from which to prepare a solution to the engineering needs of the OCHD.

## **3.0 GENERAL REQUIREMENTS**

### **3.1 VENDOR REQUIREMENTS**

The selected Vendor will be required to have experience with and/or knowledge of the following:

- Regulated Public / Non-Public Water (Plan Review and Site Visit Work)
- Regulated On-Site Wastewater Disposal (Plan Review and Site Visit Work)
- Realty Subdivision (Plan Review and Site Visit Work)
- Public Bathing Facilities (e.g. pools, spas, beaches, splash parks) (Plan Review and Site Visit Work)
- Temporary Residence (e.g. hotel, motel) (Plan Review and Site Visit Work)
- Recreational Facilities (e.g. campground, RV park, children's camps) (Plan Review and Site Visit Work)
- Food Service Facilities (e.g. restaurant, school) (Plan Review and Site Visit Work)
- Residential Sanitation (e.g. mobile home park) (Plan Review and Site Visit Work)
- State Environmental Quality Review Assistance / Response
- Other programs as needed (Plan Review and Site Visit Work)

Vendor must be licensed in New York State with expertise in all or some of the programs listed above. Vendor must be knowledgeable of New York State regulations and laws and aware of related local and federal laws.

Vendor will review and inspect all aspects of submitted plans and installations for new, remodel and repair work as indicated by state and local public health requirements. This will involve interaction with design professionals, contractors, owner/operators, local health department staff and state health department staff. Vendor will also serve as technical consultant on related issues, regulations and situations. All Vendor work will be in compliance with New York State Public Health law, New York State and Oneida County Sanitary Code requirements, and applicable Federal and local regulations.

Vendor will meet deliverables of contract with the County of Oneida. The Vendor's activities performed are established to help allow the Environmental Health Services Division of the OCHD to fulfill its legal responsibilities.

Unless otherwise stipulated, Vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

All materials submitted by the Vendor in response to this request become the sole property of the County of Oneida upon receipt of the proposal.

### **3.2 VENDOR QUALIFICATIONS/REFERENCES**

All prospective Vendors are hereby notified that before any offer in response to solicitation is considered for award, the OCHD may require the Vendor to submit factual information in detail as to the experience, technical organization and financial resources of the bidder. Vendor references must be included in proposal.

### **3.3 CONFIDENTIALITY REQUIREMENT**

Vendor agrees to abide by the rules and regulations regarding the confidentiality of personal medical records as mandated by the Health Insurance Portability and Accountability Act (42 USC 1320d) and set forth in federal regulations at 45 CFR Parts 160 and 164. Any subcontract entered by the Vendor as the result of this agreement shall mandate that the subcontractor be required to abide by the same statutes and regulations regarding confidentiality of personal medical records, as is the Vendor. Vendor also agrees to comply with all Federal, state and local laws respecting discrimination in employment and non-segregation of facilities including, but not limited to, requirements set out at 41 CFR 60 – 1.4, 60 – 250.4, and 60 – 741.4, which equal opportunity clauses are hereby incorporated by reference. Notification is hereby given that compliance with these clauses may require the second party to annually file certain reports (e.g. the EEO-1 Report and the VETS – 100 Report) with the Federal government and may require the second party to develop written Affirmative Action Programs for Women and Minorities, Covered Veterans and/or Persons with Disabilities.

### **3.4 CONFLICTS OF INTEREST**

Vendor must disclose the following:

1. Any material financial relationships that you, your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the County of Oneida.
2. Any family relationship that any employee of your firm has with a member, employee, or official of the County of Oneida that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the County of Oneida.
3. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the County of Oneida.

## **4.0 CRITERIA FOR AWARDED CONTRACTS**

### **4.1 FACTORS FOR CONSIDERATION**

A list of factors consideration will be given to include (but is not limited to): cost, experience with similar type organizations, experience with similar type training/skills requirements, availability, technical excellence of proposal, vendor history, vendor references, and vendor's ability to perform in the sole judgment of the County of Oneida and the OCHD.

### **4.2 CONTRACT DURATION**

Oneida County will enter into a Contract with selected Vendors for a three year period (January 1, 2011 through December 31, 2013) with the option of two one-year contract extensions.

## **5.0 SCOPE OF WORK**

### **5.1 PROJECT CRITERIA**

The County of Oneida seeks, for the overall corporate health, a consultant with specialized talents to be engaged to accomplish the following:

Vendor will provide facility plan engineering review and approval services including but not limited to plan design review and approval; component specification review and approval; calculations; pump sizing review for approval; Rough-in inspections, final installation inspections and technical consultation work for the OCHD.

Plans from third-party design professionals will be submitted to the OCHD's Environmental Health Services (EHS) Division office along with associated fees. OCHD will be responsible for forwarding copies of plans and specifications to Vendor for review and approval.

Plan copies to be reviewed by Vendor are to be picked up at the OCHD's EHS office, or may be mailed to the Vendor at OCHD's discretion. EHS Staff will notify the Vendor when plans are awaiting pickup. The Vendor will review plans; complete a report letter signed by a licensed Architect or Engineer regarding plan corrections needed before plans can be approved; mail report letter to project contractor and a copy to OCHD EHS; communicate with project contractor/operator as needed to discuss issues related to facilities under review or inspection; submit final approved plans and approval letter signed by Architect or Engineer to project contractor with copy to OCHD EHS. Correspondence will follow designated format where applicable. Contractor will pick up plans within one (1) week of notification from EHS and return approved plans and report letters within one (1) week of approval. Turn around time of plan review and report letters should be of reasonable duration and not longer than three (3) weeks from receipt of plans. All final approvals shall be stamped and signed on all portions of the submittal by a licensed Architect or Engineer. The final approved (stamped) plans shall be maintained at a minimum by the Vendor, OCHD and the project owner. Additional copies of approved (stamped) plans may be requested by New York State Department of Health.

Vendor will schedule with project contractor to meet at site to perform related inspections. Vendor will provide EHS with log/report documenting stages of inspection status of facility installations (new, repair & remodel) and notification of facilities that have received full approval by the Vendor and are ready for inspection. Reviews and inspections by Vendor (and OCHD staff, if applicable) must ensure that all related state, local and federal regulations and standards are met by facilities.

## **6.0 INFORMATION REQUIRED IN PROPOSALS**

### **6.1 INFORMATION IN PREVIOUS SECTIONS**

Proposals must be submitted in writing and should clearly identify solutions to the requirements listed. All requested information from RFP sections should be provided in proposal. The information requirements from all sections of this RFP represent the minimal contents of proposals to be submitted to the OCHD.

### **6.2 ADDITIONAL INFORMATION**

The proposal must outline how the goals and objectives will be accomplished. At a minimum, each proposal should include the following:

1. A detailed description of any processes and methodologies proposed.
2. Background/biographies of consultants (including staff to work on projects).
3. Verifiable references from similar projects in similar organizations.
4. A description of proposed deliverables.
5. Any known potentials for conflicts-of-interest.

### **6.3 VENDOR EXCEPTIONS**

Proposal must clearly identify any and all vendor exceptions to the requirements of this proposal.

### **6.4 COST INFORMATION**

The proposal must clearly identify the following:

1. Total cost for staff in billable rate per hour.
2. Itemized cost of any additional pieces that may benefit the organization that are not listed in the proposal or RFP, and
3. Other costs associated with project not mentioned, if applicable.

## **7.0 TERMS & CONDITIONS**

1. County of Oneida is not liable for costs incurred prior to the issuance of an executed contract and/or notice to proceed,
2. Firms responding to the RFP may be designated for an interview with OCHD,
3. The County of Oneida reserves the right to conduct discussions with, and to request additional information from, one or more proposers. No proposer shall have any rights against the County of Oneida as a result of such discussions.
4. The contents of the successful Vendor's proposal may become part of the contractual obligations if deemed appropriate by the County,
5. County of Oneida reserves the right to accept or reject any proposal when it is considered to be in the best interest of the County to do so,
6. The successful Vendor shall not discriminate against any individual in accordance with applicable federal, state or local laws,
7. The contracts entered into, because of this RFP, shall be between the Vendor and County of Oneida,
8. All materials submitted in response to this RFP will become the property of the County of Oneida,
9. The County of Oneida reserves the right to negotiate separately with any source whatsoever,
10. The County of Oneida reserves the right to waive any irregularity in any Proposal received or any other aspect of this procurement,
11. Proposers are advised that with respect to this RFP, no contact with the County of Oneida personnel in any way related to this solicitation is permitted, except as shall be authorized by the officer designated herein as the County of Oneida's contact person as identified in Section 2.1, herein,
12. Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the proposer with the express understanding that there will be no claim whatsoever for reimbursement from the County of Oneida,
13. Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful proposer to enter into a Contract substantially as described herein,
14. News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the County of Oneida,
15. The County of Oneida and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the County of Oneida does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Webpage on which this RFP is posted, or in connection with any other electronic medium utilized by proposers or potential proposers in connection with or otherwise related to the RFP.
16. Proposals submitted to the County of Oneida in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York ("FOIL"). A proposer submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such proposer's competitive position. This characterization shall not be determinative, but will be considered by the County of Oneida when evaluating the applicability of any exemptions in response to a FOIL request.

## **8.0 CONSULTANT LIABILITY**

A statement of insurance limits including professional liability and errors and omissions coverage must be attached. This statement must indicate coverage of at least \$1,000,000.00 with a \$3,000,000.00 aggregate.

**9.0 DOCUMENT PRINTING/OWNERSHIP OF ORIGINAL DRAWINGS AND MANUSCRIPTS**

Original and generated computer diskettes, drawings and specification manuscripts are to remain the property of the County whether or not the project is completed. The Consultant may retain copies for reference. These documents shall not be used by the Consultant for other projects without prior written approval of the County. The County's use of this data for purposes other than originally intended without written verification or adaptation by Consultant shall be at the County's sole risk.

**10.0 WAIVER OF IMMUNITY**

The successful Vendor shall be required to sign a Waiver of Immunity against criminal prosecution.

**11.0 SOLID WASTE MANAGEMENT CERTIFICATION**

The Oneida County Board of Legislators at its May 26, 1999 meeting passed Resolution #249 dealing with the inclusion of recycling and solid waste management provisions in Oneida County contracts. All waste and recyclables generated within Oneida County by the contracting party shall be delivered to the facilities of the Oneida-Herkimer Solid Waste Authority.

Consultant shall be required to execute a certification containing the following language. "I certify that I understand and agree to comply with the terms and conditions of the Oneida County Recycling and Solid Waste Management Program (Oneida County Board of Legislators Resolution Number 249 of May 26, 1999). I further agree to provide Oneida County proof of such compliance."

**12.0 SELECTION PROCESS**

Upon selection of an acceptable proposal, the County of Oneida will negotiate payment terms and delivery with Vendor.

1. The County shall review all proposals received and reserve the right to select Vendors for further presentation and interview.
2. The County shall prepare the contract with the Vendor(s) selected. Any further modifications / addenda to that contract shall be negotiated with the County.
3. Should the County's proposed contract be unacceptable to the Vendor selected, the County reserves the right to select another Vendor.