

LOCAL LAW PERMANENT 3 OF 2012
Local Law Intro 4 of 2012

**LOCAL LAW AMENDING CHAPTER 203 OF THE BROOME COUNTY CHARTER
AND CODE TITLED ARCHITECTURAL AND ENGINEERING SERVICES,
SELECTION OF**

Section 1. Chapter 203 of the Broome County Charter and Code is hereby amended to read:

Chapter 203

ARCHITECTURAL AND ENGINEERING SERVICES, SELECTION OF

§ 203-1. Policy.

§ 203-2. Requirements for architectural and consulting engineering services.

§ 203-3. Public announcement and qualification procedure.

§ 203-4. Negotiations.

§ 203-5. Public reports.

§ 203-6. Administrative provisions.

§ 203-2. Requirements for architectural and consulting engineering services.

A. The Commissioners of Public Works and Parks and Recreation (hereinafter "the Commissioners") shall assess and make public, on at least an annual basis, present and future construction programs and establish anticipated requirements for architectural and consulting engineering services.

B. The Commissioners shall encourage firms engaged in the lawful practice of architecture and consulting engineering who desire to provide professional services to the County of Broome to submit annually a statement of qualifications and performance data.

§ 203-3. Public announcement and qualification procedure.

A. For those architectural and engineering service contracts for which the appropriate Commissioner expects the compensation to be in excess of \$15,000:

(1) The appropriate Commissioner shall make a public announcement in a uniform and consistent manner on each occasion when architectural and engineering services are required and shall include such information regarding the scope of the proposed services or professional services term agreement for architectural and engineering services as a general description of services required and descriptions of any special requirements, and for services related to a particular proposed project relevant information about such project including a description of the proposed project, its location, a general description of services required, the estimated status and completion dates and a description of any special requirements or unique features. The announcement shall invite architectural and engineering firms to submit to the appropriate Commissioner descriptions of their firms and statements of qualifications with supporting data as it relates to the proposed service, professional services term agreement for architectural and engineering services and/or project.

(2) The appropriate Commissioner, with the advice and consent of the appropriate Committee of the Broome County Legislature, shall examine the submitted statements of qualifications and performance data submitted and then shall select no less than three of the firms deemed to be most highly qualified to perform the services under consideration.

(3) In evaluating and selecting the most highly qualified architectural and engineering firms, the Commissioners and Committees shall apply the following criteria, along with other criteria established by the Legislature of Broome County, which shall be set forth in the public announcement on the proposed project:

(a) Specialized, experience and design and technical competence of the firm, including a joint venture or association, regarding the types of services required.

(b) Capacity and capability of the firm to perform the work, including any specialized services, within the time limitations.

(c) Past record of performance on relevant contracts with government agencies and private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.

(d) Proximity to and familiarity with the area in which the services will be performed and/or project is located.

(4) After making this review and technical evaluation, the appropriate committee shall hold discussions with not less than three of the most highly qualified firms regarding their capability, the relative utility of alternative methods of approach for furnishing the required services and where relevant their anticipated concepts.

(5) The appropriate committee shall rank in order of highest qualifications not less than three firms that are considered most highly qualified to perform the required services. Notification of the ranking shall be provided to each recommended firm.

B. For those architectural and engineering services for which legislative authorization is required by the Broome County Charter and for which the appropriate Commissioner expects the compensation to be \$15,000 or less;

(1) The appropriate Commissioner shall make a public announcement in a uniform and consistent manner on each occasion when architectural and engineering services are required on a proposed project, to include such information regarding the scope of the proposed services or professional services term agreement for architectural and engineering services as a general description of services required and descriptions of any special requirements, and for services related to a particular proposed project relevant information about such project including a description of the proposed project, its location, a general description of services required, the estimated status and completion dates and a description of any special requirements or unique features. The announcement shall invite architectural and engineering firms to submit to the appropriate Commissioner descriptions of their firms and statements of qualifications with supporting data as it relates to the proposed service, professional services term agreement for architectural and engineering services and/or project.

(2) The appropriate Commissioner shall examine the submitted statements of qualifications and performance data submitted for the proposed project and then shall select no less than three of the firms deemed to be most highly qualified to perform the services under consideration. Among the factors to be considered in making this finding are the capability, adequacy of personnel, past record and experience of the firm.

(3) In evaluating and selecting the most highly qualified architectural and engineering firms, the Commissioners shall apply the following criteria, along with other criteria established by the Legislature of Broome County, which shall be set forth in the public announcement on the proposed project:

(a) Specialized experience and design and technical competence of the firm, including a joint venture or association, regarding the types of services required.

(b) Capacity and capability of the firm to perform the work, including any specialized services, within the time limitations.

(c) Past record of performance on relevant contracts with government agencies and private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.

(d) Proximity to and familiarity with the area in which the services will be performed and/or project is located.

(4) After making this review and technical evaluation, the appropriate Commissioner shall hold discussions with not less than three of the most highly qualified firms regarding their capability, the relative utility of alternative methods of approach for furnishing the required services and where relevant their anticipated concepts.

(5) The appropriate Commissioner shall rank in order of highest qualifications not less than three firms that are considered most highly qualified to perform the required services. Notification of the ranking shall be provided to each recommended firm.

§ 203-5. Public reports.

Upon reaching agreement on the terms of a contract with a firm, the appropriate Commissioner shall refer the proposal to the Broome County Legislature for approval. The Commissioners shall issue an annual report summarizing the services and projects processed during the year and the architects and engineers performing such services and/or projects.

Section 2. This Local Law shall become effective upon filing with the Secretary of State.