



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

October 17, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

**RE: Erie County Sewer District Nos. 1-6 & 8 RFP – Professional Engineering Services
Term Agreements (2026-28)**

Dear Honorable Members:

Enclosed please find a resolution and accompanying memorandum from the Department of Environment and Planning pertaining to proposed agreements to perform engineering services over a three (3) year term for the County Sewer Districts.

Should your Honorable Body require further information, I encourage you to contact Joseph Fiegl, P.E. in the Division of Sewerage Management. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, reading "Mark C. Poloncarz". The signature is fluid and cursive, with the first name "Mark" and last name "Poloncarz" clearly visible.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:mas

cc: Joseph Fiegl, Deputy Commissioner, Division of Sewerage Management

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Erie County Sewer District Nos. 1-6 and 8
RFP – Professional Engineering Services Term Agreements (2026-28)
Date: October 17, 2025

SUMMARY

Award of engineering agreements to AECOM USA, Inc. (AECOM), Arcadis of New York, Inc. (Arcadis), DiDonato Associates Engineering and Architecture, P.C. (DiDonato), GHD Consulting Services, Inc. (GHD), Hazen and Sawyer (Hazen), JMDavidson Engineering, D.P.C. (JMD), LaBella Associates, D.P.C. (LaBella), Ramboll Americas Engineering Solutions, Inc. (Ramboll), T.Y. Lin International Engineering and Architecture, P.C. (TYLin), and Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, PC (Wendel); each in an amount not to exceed \$250,000.00 to perform engineering services for the Erie County Sewer Districts (ECSDs) over a three (3) year term is requested.

FISCAL IMPLICATIONS

There are no fiscal implications to the County's General Fund. Payment under the proposed agreements will be made from either the Sewer District Capital Accounts, Sewer District Operating Accounts, or other ECSD funding sources.

REASONS FOR RECOMMENDATION

Erie County's Administrative Code (Section 26.08) does not permit the procurement of engineering or other professional services above \$10,000.00 without going through a formal request for proposals (RFP) process. The procurement process may take four (4) to six (6) months from the time of RFP advertisement to formal execution of an agreement with the selected firm. Problems arise in the ECSDs that are time sensitive and hence require more expeditious assistance. In non-urgent circumstances, there are projects due to their scope/magnitude where it is not practical or economical to go through a lengthy RFP process to bring in the necessary outside help. Certain assignments may even be implemented in a phased approach where warranted.

As a result, the Division of Sewerage Management (DSM) issued a RFP for engineering services for a three (3) year term. A total of nineteen (19) firms responded on September 4, 2025 to the open solicitation. A review committee consisting of staff from the DSM rated all timely received responses to the RFP. Based upon the breadth of experience of the proposers and the anticipated workload, the ten (10) top scoring firms have been recommended by the DSM's review committee.

BACKGROUND INFORMATION

The DSM and the ECSDs are responsible for over 1,100 miles of sewers, almost 100 pumping stations, five (5) overflow retention facilities, and six (6) wastewater treatment plants. Operating, maintaining, administering, and improving the assets of the ECSDs is the core function of the DSM. While the DSM has in-house staff that can complete some tasks, the DSM does not have a full complement of engineering and other technical specialties that are necessary to properly handle all problems that arise. Furthermore, the DSM does not always have staff available for various engineering tasks due to existing workload. The retention of engineering firms with a wide breadth of experience is important to address State Pollutant Discharge Elimination System (SPDES) permits and other regulatory requirements promulgated by the New York State Department of Environmental Conservation.

Due to the needs of the ECSDs, it is being requested that consulting firms be retained to assist the DSM. This will result in more timely responses to resolving problems and will also allow existing staff to direct their efforts to other important tasks and projects. The DSM's request for the retention of engineering consultants for this type of work is not a new concept for County Government. This is the eleventh time the DSM will be requesting that Your Honorable Body authorize executing agreements with consulting firms for these specific services.

CONSEQUENCES OF NEGATIVE ACTION

The DSM does not have the in-house staff that can handle all tasks that arise. Unless the DSM has the ability to obtain engineering assistance in a timely fashion, the cost of correcting some issues may rise substantially. In addition, some problems could escalate to emergency situations.

STEPS FOLLOWING APPROVAL

The County Executive will be requested to execute three (3) year term agreements with AECOM, Arcadis, DiDonato, GHD, Hazen, JMD, LaBella, Ramboll, TYLin, and Wendel. Under these agreements and when the need arises, the DSM will identify projects and will subsequently designate where funds are to be appropriated through implementation of a work order with the applicable consultant. Work orders will be scoped in amounts not to exceed \$75,000.00 each and may be issued in phases for individual projects. Your Honorable Body will be informed when work orders are assigned to one of the firms. Should a capital project be selected as the funding source, the DSM will include in its notice to the Legislature for the work order assignment that the County Comptroller has certified the availability of sufficient appropriations. The term agreements will be capped at an amount not to exceed \$250,000.00 for each consulting firm, with that amount only to be exceeded through subsequent Legislative authorization.

RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING

Re: Erie County Sewer District Nos. 1-6 and 8 RFP – Professional Engineering Services
Term Agreements (2026-28)

WHEREAS, the Erie County Department of Environment and Planning through its Division of Sewerage Management has the responsibility to operate and maintain over 1,100 miles of sewers, close to 100 pumping stations, five (5) overflow retention facilities, and six (6) wastewater treatment plants; and

WHEREAS, due to the age, condition, and complexity of the existing Erie County Sewer District facilities, numerous problems arise that require engineering solutions; and

WHEREAS, the Erie County Sewer Districts also face regulatory requirements that necessitate detailed engineering evaluation and study; and

WHEREAS, it is not practical to issue requests for proposals (RFP) for each and every small engineering project; and

WHEREAS, it is further recognized that there is the need to have engineering assistance on standby for time critical projects; and

WHEREAS, the Division of Sewerage Management issued a RFP for engineering assistance on a term contract basis and received nineteen (19) timely responses from engineering firms; and

WHEREAS, in accordance with Section 26.08 of the Erie County Administrative Code, an evaluation committee scored all responses using a consistent rating matrix; and

WHEREAS, the top ten (10) ranked firms submitting proposals have been recommended by the Division of Sewerage Management to perform the requested services.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to execute professional service agreements in amounts not to exceed \$250,000 each over a three (3) year period with:

AECOM USA, Inc. (50 Lakefront Blvd., Suite 111, Buffalo, NY 14202)
Arcadis of New York, Inc. (50 Fountain Plaza, Suite 600, Buffalo, NY 14202)
DiDonato Associates Engineering and Architecture, P.C. (689 Main Street, Buffalo, NY 14203)
GHD Consulting Services, Inc. (285 Delaware Avenue, Suite 500, Buffalo, NY 14202)
Hazen and Sawyer (1 Seneca Street, Suite 2875, Buffalo, NY 14202)
JMDavidson Engineering, D.P.C. (935 Sheridan Drive, Tonawanda, NY 14150)

LaBella Associates, D.P.C. (300 Pearl Street, Suite 130, Buffalo, NY 14202)
Ramboll Americas Engineering Solutions, Inc. (400 Andrews Street, Suite 710,
Rochester, NY 14604)
T.Y. Lin International Engineering and Architecture, P.C. (77 Broadway Street, Suite
208, Buffalo, NY 14203)
Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, PC (375
Essjay Road, Suite 200, Williamsville, NY 14221)

and be it further

RESOLVED, that the authorization provided to the County Executive or Deputy County Executive to execute said agreements is subject to approval as to form by the County Attorney's office and approval as to content by the Commissioner of Environment and Planning; and be it further

RESOLVED, that the amount not to exceed \$250,000.00 over a three (3) year period for an engineering firm may only be increased by a subsequent resolution by this Honorable Body; and be it further

RESOLVED, that no individual assignment issued under these agreements be greater than \$75,000.00; and be it further

RESOLVED, authorization is hereby provided to fund individual work orders from any Sewer Capital Project in Fund 430 and/or the Sewer Operating Fund 220 (including business areas 181, 182, 183, and 186, account 516020 (professional services contracts and fees)) as determined by the Deputy Commissioner of the Division of Sewerage Management; and be it further

RESOLVED, that the Division of Sewerage Management be required to notify this Honorable Body of each individual work order assigned to an engineering firm under this resolution; and be it further

RESOLVED, that when a Capital Project is selected as the funding source for a work order assignment, the Division of Sewerage Management shall include in its notice this Honorable Body that the Office of the County Comptroller has reviewed and certified the availability of sufficient capital appropriations to fund the work order assignment; and be it further

RESOLVED that the Clerk of the Legislature be directed to send a certified copy of this resolution to the County Executive's Office, Comptroller's Office, Division of Budget and Management, Department of Law, and Division of Sewerage Management.



ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT
ECSD Nos. 1-6 & 8 ENGINEERING TERM CONTRACT
PROPOSAL REVIEW COMMITTEE RATINGS - SUMMARY

David C. Allen, ACP
LOCAL GOVERNMENT
AMERICAN PUBLIC UTILITIES
COUNCIL

	Proposer																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	AECOM	Arcadis	B&L	BC	CHA	Colliers	DiDonato	EA	Encorus	GHD	GPI	Hazen	JMD	LaBella	N&C	Ramboll	TYLin	Ward
Rater #1	#6	#2	#18	#5	#13	#16	#12	#9	#19	#3	#14	#7	#4	#11	#15	#10	#1	#8
Rater #2	#3	#8	#14	#5	#10	#19	#8	#12	#17	#11	#18	#2	#5	#1	#16	#13	#4	#5
Rater #3	#9	#7	#18	#16	#17	#13	#8	#15	#10	#4	#14	#6	#1	#3	#19	#10	#5	#2
Rater #4	#1	#5	#13	#18	#2	#16	#17	#10	#19	#14	#4	#9	#7	#11	#15	#12	#6	#3
Rater #5	#5	#1	#18	#12	#15	#6	#7	#13	#19	#1	#17	#4	#7	#11	#16	#7	#7	#1
Average Qualifications Scoring	4.80	4.60	16.20	11.20	11.40	14.00	10.40	11.80	16.80	6.60	13.40	5.60	4.80	7.40	16.20	10.40	5.00	3.80
QUALIFICATIONS RANKING	#3	#2	#17	#11	#12	#16	#9	#13	#19	#7	#15	#6	#3	#8	#17	#9	#5	#1

It is my opinion in recommending AECOM USA, Inc. (AECOM), Arcadis of New York, Inc. (Arcadis), DiDonato Associates Engineering and Architecture, P.C. (DiDonato), GHD Consulting Services, Inc. (GHD), Hazen and Sawyer (Hazen), JMD Davidson Engineering, D.P.C. (JMD), LaBella Associates, D.P.C. (LaBella), Ramboll Americas Engineering Solutions, Inc. (Ramboll), T.Y. Lin International Engineering and Architecture, P.C. (TYLin), and Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, PC (Wendel) that the Erie County Department of Environment and Planning - Division of Sewerage Management (DSM) has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the DSM offices during regular business hours.

Joseph F. P. E. P. CEE
Deputy Commissioner

Lisa Chimera
Deputy County Executive