

**April 16, 2021**

**Request for Qualifications from Engineering Firms for Transportation and General Municipal Engineering Services for the Period of 2021 through 2024 – Town of Sanford, Broome County, New York**

**Description:**

Notice is hereby given that the Town of Sanford (Town) is seeking Expression of Interest (EOI) from qualified engineering firms to provide any of the following services: Project Scoping; Studies; Preliminary and Final Design; and/or Construction Support and Inspection Services for general municipal engineering and transportation related contracts that may or may not be eligible for federal-aid and may require NYS approved consultant selection procedures.

**EOI is due on May 3, 2021.**

Typical project assignments may include general municipal engineering, transportation projects (highway, culvert, bridge and highway preventive maintenance, rehabilitation and replacements, intersection improvements, and transportation enhancement projects.

**Required Services:**

For Project Scoping; may include but are not limited to: Funding applications, Assessment and design of existing or new municipal facilities, including the condition of roadways, trails, curbs, sidewalks, culverts, water and sewer lines, bridges, ancillary structures, intersection and traffic control and other transportation facilities; and development of conceptual alternatives for construction of a project.

For Preliminary Design (NYSDOT Phases I-IV); may include, but are not limited to: Topographic and right-of-way (ROW) surveying; development of design alternatives, including cost estimates; evaluation of cost and environmental factors including air, noise and water studies, wetland delineation, cultural resource studies, hazardous materials studies; architectural services; preparation for, attendance, and participation at public information meetings and hearings; traffic/corridor studies; storm water mitigation; context sensitive design; value engineering; planning studies and other incidental services required, as necessary to establish a Design Approval Document and approved preliminary plan; other ROW incidentals such as appraisals and preparation of ROW maps; and project permitting.

For Final Design (NYSDOT Phases V-VI); may include, but are not limited to: Final horizontal and vertical alignments for highways and streets, bridges, paths, walkways and trails; ROW acquisition work; development and design of public utilities; maintenance and protection of traffic during construction; typical sections; pavement markings; guide rail; bridge rehabilitation and replacement; highway reconstruction/rehabilitation; traffic control systems, constructability reviews; and preparation of final Plans, Specifications, and Estimates (PS&E) for the projects.

For Construction Support; may include but are not limited to: Assistance in construction bid proceedings; review of shop drawings; providing design response to unanticipated or changed field conditions; analysis and participation in proposed design changes; and ongoing interpretation and clarification of design plans.

For Construction Inspection; may include but are not limited to: Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the plans and specifications.

Firms must be able to provide all of these services either directly or through subconsultants. Disadvantaged business enterprises (DBE) must be considered for utilization when municipalities enter into a contract that includes any services or projects that use Federal funding. Minority Business Enterprises (MBE), Women's Business Enterprises (WBE) and Service Disabled Veteran Owned Businesses (SDVOB) must be considered for utilization when municipalities enter into a contract that does not include any Federal funding, only New York State and locally funded services and projects.

It is anticipated that teams proposed at the time of selection will be available for subsequent selection for specific projects. It is anticipated that subconsultants (including DBE, MBE, WBE or SDVOB) will be provided the opportunity to perform Commercially Useful Functions in subsequent projects.

The prime consultant should identify any tasks that will require a subconsultant to perform on any given project (Survey, Environmental, CI, etc). The prime does not have to specifically identify the firm in this proposal, but any subconsultant must be licensed to perform work in New York State and any DBE subconsultant must be a Certified DBE firm at the time the work is performed. Any DBE, MBE, WBE or SDVOB subconsultant must be a Certified firm at the time the work is performed. Certified DBE firms are listed on this site: <https://nysucp.newnycontracts.com>. Certified MBE, WBE and SDVOB firms are listed at <https://ny.newnycontracts.com>, NYS Directory of Certified Firms.

To be designated, all Consultants (prime and subconsultants) must be authorized by the State of New York to practice architecture and/or engineering, as appropriate and certified by the NYS Department of State. For environmental assessments, personnel must have the necessary asbestos or other certifications. Additionally, all surveying and ROW mapping shall be performed by a firm authorized to provide professional land surveying in the State of New York.

### **Criteria for Evaluation:**

The selection by the Town of the "most highly qualified" firm, is based on the following evaluation criteria and weights listed:

1. Experience and qualifications of the proposed staff (30%);

2. Experience of the firm and team with municipal engineering projects (30%);
3. Firm's past performance (15%);
4. Firm's general technical and professional competence (15%);
5. Firm's logistics and familiarity with the selection area (5%)
6. The percentage of proposed DBE, MBE, WBE and/or SDVOB participation (5%). (Credit will be given for a maximum of 20%/36% participation on Federal/State projects.)

**An Expression of Interest (EOI) consists of:**

- Firm Write-Up – this section is limited to no more than four (4) single-sided pages for the Prime Consultant and one page for the Subconsultant(s) (if identified).
- Standard Form (SF) 330 for project teams including a completed Part I for the overall team and attached Part II pages for the Prime Consultant.
- Resumes – include no more than eight (8) resumes for the prime consultant/ sub-consultants. Subconsultant(s) are not required to be identified, but if a prime wishes to identify a subconsultant(s), no more than 2 resumes for each subconsultant shall be included. All resumes shall be no more than One (1) single-sided page in length. Only resumes of persons currently employed by the firm at the time of this submission may be included.
- Example Projects - include not more than eight (8) example projects for the Prime Consultant and two (2) for each Subconsultant (if identified). Subconsultant(s) must clearly describe their scope of work for each project example (Survey, Environmental, Construction Inspection, etc.). All example projects shall be no more than one (1) single-sided page in length.

The overall .pdf file, including both text and graphics, will be limited to five (5) megabytes. All photos should be screen resolution quality.

**Accounting Requirements:** All firms submitting EOIs (prime consultants and subconsultant(s)) must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."

**Additional Administrative Matters:**

1. Each EOI package shall include one (1) electronic copy in .pdf format along with eight (8) printed hard copies.
2. All submissions should include covers, a table of contents, and appropriate dividers.
3. Any material submitted in addition to the sections described in this announcement will either be ignored or may result in disqualification.

4. Each .pdf file shall include “bookmarks” for ease in retrieval of various sections of the SF 330 form. The following labeling shall be used:
  - Part I – Contract-Specific Qualifications
  - Part II – General Qualifications – Prime Consultant/Sub-consultant
  - Part II – General Qualifications – Subconsultant(s) if identified
5. The required eight (8) copies must be sent to the Town to be considered by 4:00 pm local time on May 3rd, 2021.
6. All communications regarding this RFQ are to be sent to Gerald D. Seymour.
7. The Town reserves the right to reject all EOI's submitted, to cancel the solicitations advertised according to this notice, and/or to re-solicit for these services.
8. The EOI shall be sent to:

Gerald D. Seymour Jr.  
Town of Sanford Highway Superintendent  
192 Front Street  
Deposit, NY 13754  
tosgarage@tds.net

### **Special Project Requirements:**

1. Prime firms or joint ventures should list only the number of full-time employees currently employed on the firm's SF 330 Part II Item 9. Do not list proposed or part-time employees in these items.
2. An organizational chart listing key managers of the proposed team may be included between Parts I and II of the prime consultant/joint venture SF 330, but it is not required.
3. Disadvantaged Business Enterprises (DBE) are encouraged to submit proposals in response to this solicitation. Designated firms must submit proof of authority to practice architectural/engineering/surveying in NYS (as appropriate) immediately upon designation. Subconsultants are permitted.
4. Contract format may be cost plus fixed/net fee, specific hourly rate, lump sum or any other format which may be approved by the Town.

**Proposal Due: May 3rd, 2021 at 4:00 pm local time**

**Contract Term: 05/11/2021-5/10/2024**

**Location: Town of Sanford**

**Contact for Information:**

Gerald D. Seymour Jr.  
Town of Sanford Highway Superintendent  
192 Front Street  
Deposit, NY 13754  
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