

PROPOSAL REQUIREMENTS

General Information

It is the intent of Essex County to employ, on an as needed basis, a professional engineering firm capable of providing Environmental Testing and Analysis. Direction will come from the Essex County Superintendent of Public Works or his designee. Payment shall be rendered on a time and material basis for work performed at contracted rates. The majority of the work will be in the area of environmental testing and analysis for various highway, bridge and building projects more fully described in the SPECIFICATIONS of this Request for Proposals.

A. General Requirements

1. Inquiries – Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Linda M. Wolf, CPA
Purchasing Agent
7551 Court Street, P.O. Box 217
Elizabethtown NY 12932
518-873-3332

2. Time and Acceptance – Each proposal must state that it is a firm proposal that may be accepted within a period of sixty (60) days. Although the contract is expected to be awarded prior to that time, the sixty (60) day period is requested in order to allow for unforeseen delay.
3. Safeguarding of "Confidential" Information – Any trade secrets or other data which the proposer does not wish disclosed to other than County personnel involved in the evaluation or contract administration will be kept confidential if identified as follows: Each page shall be identified in boldface at the top and bottom as "Confidential"; and any section of the proposal, which is to remain confidential, should, in addition, be so marked in boldface on the title page of that section. Net cost information may not be deemed confidential.
4. Cost for proposal preparation – Any costs incurred by a proposer in preparing or submitting proposals are the proposer's sole responsibility. The County will not reimburse any proposer for any costs incurred prior to award.
5. Declination to Submit Proposal – Any organization which receives a copy of this RFP but which declines to submit a proposal is requested to notify the County by phone or in writing of such declination.
6. Exceptions – Any exceptions to terms, conditions, or other requirements in any part of the RFP must be clearly pointed out in a distinct section of the appropriate

costs proposal or technical proposal. Otherwise, the County will consider that all items proposed are in strict compliance with the RFP, and the successful proposer will be responsible for compliance.

7. Advertising – In submitting its proposal, the proposer agrees not to use the results there from as a part of any news release or commercial advertising without writing approval of the County.
8. Confidentiality of Proposals – In submitting a proposal, the proposer agrees not to discuss or otherwise reveal his technical or cost information to any other sources, government or private, until after the award of the contract. Proposers not in compliance with this provision may be disqualified, at the option of the County from contract award. Only discussions authorized by the County are exempt from this provision.
9. Right to Submitted Materials – All responses, inquires, or correspondence relating to or in reference to this RFP, and all other reports, charts, display, schedules, exhibits and other documentation submitted by the proposers, will become the property of the County when received.
10. Legal Compliance – Under penalty of perjury, the signed of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively nor otherwise in violation of any Federal or State laws, rules or regulations.
11. Proposer's Representatives – Proposers shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
12. Submission of Proposals – The following material is required to be received by June 13, 2018 for a proposing firm to be considered:
 - a. Three (3) copies (two hard copies and one electronic copy) of the "Technical" proposal to include the following:
 - (i) Title Page – Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contract person; and the date of the proposal.
 - (ii) Table of Contents
 - (iii) Transmittal Letter – A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the services, and a statement that the proposal is a firm and irrevocable offer.

- (iv) Detailed Proposal – The detailed proposal should follow the order set forth in Section B (Technical Proposal) of this request for proposals.
- b. The proposer should send three (3) copies (two hard copies and one electronic copy) of its “Cost” proposal as described below.
- c. Proposer’s should send the completed “Technical” and “Cost” proposals under separate cover to the above address.

B. Technical Proposal

1. General Requirements – The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the proposers in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the company. It should also specify a project approach that will meet the request for proposal requirements.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, item Nos. 2 through 4, must be included. They represent the criteria against which the proposal will be evaluated.

2. Company Overview & Qualifications – Proposer must have extensive experience in engineering services. The Vendor must provide a brief, general background description of the organization. An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in New York State.
3. Project Team Staffing – Include biographies and relevant experience of key staff and management personnel. List the personnel who would work on this project along with their qualifications and relevant experience.
4. Similar Projects – List the most significant projects (minimum – 3) performed in the last five (5) years that are similar to the project described in this request for proposal. Indicate the scope of the project, date, and the name and telephone number of the principal client contact.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Bid

1. Cost Reimbursement Method –The dollar cost bid should include the Rates specified on the PROPOSAL as well as any other employees of the proposer who will be engaged on the project.

The County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of Firm.
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the County.
2. Manner of Payment – Monthly progress payments will be made on the basis of work completed during the course of the project in accordance with the firm's proposal.

EVALUATION PROCEDURES

A. Review of Proposals

The Selection Committee will review qualifications of the proposals. Companies with unacceptably low technical qualifications will be eliminated from further consideration.

After the qualifications for each firm has been established, the dollar cost bid will be examined.

The County reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm is licensed to practice in New York State.
- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- c. The firm has ten years of experience in Public Works.

2. Firm's Experience and Background – (60 points)

- The Organization has completed work of a similar type 15
- Qualifications of individuals assigned to the project 15
- The Firm has the ability to perform the necessary range of services 15
- Prior experience 15

3. Price – (40 points)

Cost will not be the primary factor in the selection of a firm. The proposed price will be graded based upon the following formula:

Average Bid/Your Bid = X (whereby X can not exceed 100%)

$X * 40 \text{ points} = \text{Points awarded based on cost}$

Maximum Points

100

C. Oral Presentations

During the evaluation process, the Selection Committee at their discretion, may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions that the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The County will select a firm based upon the recommendation of the Selection Committee.

E. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

The County reserves the right without prejudice to reject any or all proposals.

SPECIFICATIONS

1.0 PURPOSE:

The County of Essex is requesting proposals from qualified firms to provide environmental sampling, testing and analysis for the Essex County Department of Public Works as required.

A. Environmental Testing:

1. Mold
2. Asbestos
3. Lead
4. PCB
5. Air Quality – Vapors, hydrocarbon fumes, etc.

B. Provide the following general services:

- a) Transport samples that require laboratory analysis
- b) Provide a Materials Engineer and/or Engineering Assistant to review the test data and prepare reports
- c) Distribute test reports as directed by the client.
- d) Any additional related work as requested.

Each inspection shall require a written and photographic report containing the following information:

1. Site name and location
2. Date and time
3. Name of inspector
4. Weather conditions
5. Written narrative of inspection describing the condition of the timber deck in regard to discharge of any materials from the deck.
6. Report any defects, damages, or any other condition that may affect the retrofit from properly functioning.
7. Digital photographs with descriptions locating the position of the photograph and photograph orientation map.
8. Signature of the inspector.

Each inspection report shall be sent to Essex County Department of Public Works within five (5) working days of completion. In the event that observations indicate a hazardous substance to be leaking from an inspection point, the inspector shall immediately take samples and have the samples tested for potential environmental contaminant by a certified testing lab approved by NYSDEC. The inspector shall also notify Essex County DPW and New York State Department of Environmental Conservation, Region 5, Office of Environmental Quality within 24 hours of the observation by telephone or fax

- C. Provide all manpower and equipment necessary for obtaining samples including specialized instruments required to perform the services specified herein.

D. Prepare NYSDOL variances and submissions on an as needed basis.

CONTRACT TERM:

From July 1, 2018, thru and included June 30, 2019, with the option to renew annually for up to an additional two (2) years by mutual agreement.

PROPOSAL

SERVICE DESCRIPTION	UNIT RATE
Laboratory Services (Environmental)	
A. Asbestos Test	Each
B. Lead Test (Paint Chip)	Each
C. Lead Test (TCLP)	Each
D. Mold Test	Each
E. Gasoline/Diesel Fume Test	Each
E. PCB Test	Each
Office Engineering Analysis	\$/per hour
Field Engineering Analysis (if different)	\$/per hour
Field Technician	\$/per hour
Include other positions needed	\$/per hour
Transportation	\$/per mile
Anticipated equipment rentals	\$/day or hour

NAME: _____

ADDRESS: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

TITLE: _____

DATE: _____

SOCIAL SECURITY/FEDERAL I.D. NUMBER:

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____