

# **REQUEST FOR QUALIFICATIONS**

## **TOWN OF KEENE**

### **GULF BROOK EMERGENCY WATERSHED PROTECTION (EWP) & DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)/EMPIRE STATE DEVELOPMENT (ESD)**

#### **I. BACK GROUND INFORMATION AND DESCRIPTION OF SERVICES REQUESTED**

##### **Preface:**

Engineers licensed to practice in the State of New York are hereby requested to submit proposals for the development of Stream Channel Restoration design plans, specifications and construction related services for an area of the Gulf Brook, is the site of the former Keene Fire Hall and areas above and below that site in the Hamlet of Keene, in the Town of Keene, Essex County, New York.

Proposals must be delivered (six copies) in hard copy format no later than the response deadline of Friday, January 24th, 2014. If hand delivered, proposals will be accepted by the Town Clerk at the Town Hall until 3:00 p.m. on Friday, January 24, 2014.

##### **Description of the project:**

The Town of Keene has received a NYS Department of Environmental Conservation (DEC) /ESD Empire State Development Stream Restoration Grant (\$150,000) for the Gulf brook immediately downstream of the former Keene Fire hall and the area down to Bucks Lane bridge. The severe slopes and instability of the stream bank contributed to slope failure, deposition of tons of debris and degradation of aquatic habitat. The impacts to the project area from Tropical Storms Irene caused unprecedented destruction to the natural features of the riparian environment and created further instability and since Irene a block wall on the East side of the stream has been constructed to protect the town road and 2 homes. The construction of this road will have to be taken into account in the design of this project. Following the recommendations several experts from US Fish and Wildlife Service and Trout Unlimited a proposal for a flood plain bench would be recommended to protect landowners and the Hamlet from large storm events such as Irene.

The proposed project area is roughly defined as the area from the bridge on Bucks Lane upstream to the private bridge on Gulf brook above the old Keene Fire hall.

Efforts are needed to delineate the specific project area, propose and assess the bank stabilization options available, including a recommended alternative, within budget constraints, that would provide long term ecological benefits specific to the project site and intended use by the public. It is imperative that the project incorporate a fluvial geomorphological assessment of the riverine environment be addressed in the recommended solution(s) proposed.

For planning purposes construction of in stream improvements will be determined by the applicable permitting agencies which routinely prohibit construction prior to June 1 and after September 30 to protect migrating and spawning aquatic organisms.

## **II. PROGRAM MANAGEMENT / RESPONSIBILITIES**

All Engineering firms will provide Qualifications and Project references to demonstrate how they have handled similar projects in the past..

### **Project Responsibilities**

#### **Town of Keene**

- Procurement of the Geomorphology Engineer/Consultant
- Consultant Contract Award and Execution
- Oversight of Project Development
- Approval of Project Reports, Plans, Design
- Site Acquisition/Easements (if needed)
- Award of Bids
- Participation in Preconstruction Conference
- Project Permits and Approvals (DEC, DOH, DOT, APA, Army Corps of Engineers) (as needed)
- Project Financing
- Compliance with State, Federal and Local Regulations (Clean Water Act, SEQRA, NEPA, Freshwater Wetlands, Davis - Bacon Labor Standards, Conflict of Interest, Equal Opportunity, Fair Housing, Minority Women Business Enterprise Requirements, etc.)

#### **Engineer/Consultant**

- Participation in Public Meetings, pre-bid opening, pre-construction, job meetings and work sessions
- Project Maps, Plans, Models, Specifications, Report, Recommendations for selected alternative
- Design of facilities in conformance with Rosgen's Applied River Morphology guidelines (or approved alternative) and approved by the US Army Corps of Engineers, New York State Adirondack Park Agency and/or New York State Department of Environmental Conservation

- Survey mapping and/or Boring Subcontract Requirements (as necessary)
- Certification of Contractors Payment Requests, Change Orders, Shop Drawings, substitutions as necessary
- Follow all Natural resource Conservation Service standards and Specifications and be familiar with those standards, Familiar with DEC and ESD contracting requirements, Familiar with Community Development block grant requirements.
- The extent of archeological investigations needed for the proposed project will be determined by the NYS Office of Parks Recreation and Historic Preservation (SHPO).
- Coordination and Cooperation with The Town of Keene, NYSDEC, NYSDOH, NYS APA, Essex County Office of Community Resources and Planning, and any other regulatory, permitting or funding entity or partner identified during the course of project development. Potential partners identified to date include: Ausable River Association, Trout Unlimited, Essex County Soil and Water Conservation District, US Fish and Wildlife Service.
- MBE and WBE participation goals are strongly encouraged and may be a requirement by the granting agency (NYSDEC) [Essex County, NY - MBE Goal 9%; WBE Goal 5%; EEO Minority Goal 2.6%; EEO Womens Goal 6.9%]
- Davis-Bacon prevailing wage rate documentation may be required as determined by DOL and as necessary (Survey Crew, Soil Borings)..

### **III. SCOPE OF SERVICES**

The Town of Keene is interested in retaining an engineering firm to provide the following services:

- a. Review all existing information;
- b. Prepare Preliminary and Final Design Documents including all material bidding. and construction specifications; consistent with ACOE, NYS DEC, NYS APA, SHPO and any other involved permitting agency requirements including but not limited to: survey and delineation of project area, stream hydrological characteristics, stream classification, channel evolution and stability assessment, proposed management practices, affected zone of influence for project alternatives.
- c. Prepare preliminary cost estimates for construction and operation of the stream bank stabilization alternatives as life cycle cost/benefit assessments, pollution prevention alternatives, the no-action alternative, incorporate potential impact of town road wall protection on proposed stabilization structures. Emphasis on stabilization practices that improve aquatic habitat and water quality are encouraged and would be responsive to community goals to provide safe public fishing access, long term viability of the fisheries resources, aesthetic appeal and protection of property.
- d. Attend public meetings, pre-bid, bid opening, pre-construction meetings, and construction

Job and work sessions as needed.

e. Retain subcontractors needed to satisfy archaeological/cultural resource investigations including Phase IA; and Phase IB and Phase II requirements as contract alternates and as determined by SHPO

f. Provide construction observation/coordination services as needed.

g. Attend all Construction job meetings, address and certify contractor pay requests, change orders, shop drawings etc.

h. Provide as built drawings in electronic format

#### **IV. TENTATIVE PROJECT SCHEDULE**

**Issue RFQ – December 30, 2013**

**Responses Due - 3p.m., Friday, January 24, 2014**

##### **1. Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFQ, it would be a fixed price contract for the primary tasks identified in Section III. Negotiations may be undertaken with those engineers whose proposals, as cost and other factors show them to be qualified, responsive, responsible and capable of performing the work.

##### **2. Miscellaneous Requirements**

a. Proposals must address all tasks associated with the project for which work is proposed.

b. Each proposal shall be typed or printed on 8 2 x 11 inch paper. Proposals must be submitted in writing and be received by 3:00pm Friday January 24, 2014. Six (6) copies of the proposal shall be submitted to:

**William Ferebee, Supervisor  
Town of Keene  
10892 NYS Route 9N PO Box 89  
Keene, NY 12942**

The Town reserves the right to reject any and all proposals which do not comply with these instructions. Proposals shall not be returned to the respondent (s) once submitted and the town may dispose of them in any way it sees fit.

c. Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Town for reimbursement for these expenses.

d. Each proposal shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations contained in the proposal.

### 3. Proposal Content

The proposal shall contain the following sections:

- a. Technical - Describe the approach to be taken in addressing the scope of work. Specific tasks need to be thoroughly described.
- b. Management and Staffing - Describe the management plan to be used in completing the tasks set forth in the Scope of Work. This description must include a project schedule showing starting and completion periods for all major tasks and a staff loading-by-task chart showing individual time allocated by task, hourly wage rates and total labor charges. Resumes of personnel shall be included in this section.
- c. Schedule - Provide an appropriate schedule detailing major project milestones.
- d. Qualifications - Describe the firm's related experience including a contact person and phone number for each referenced job. A statement demonstrating familiarity and experience with similar projects will be of particular interest.
- e. Cost Proposal - The information requested in this section is required to support
- f. Evaluations and Award Procedures - After receipt of the proposals, the Town Supervisor shall appoint an evaluation team to review and complete the following point system evaluation:

	Total Possible Points	Points Awarded
<b><u>Technical Section</u></b>		
Reasonableness of approach	30	_____
Specificity	20	_____
<b><u>Management &amp; Staffing</u></b>		
Reasonableness of project schedule	30	_____
Breakdown of staff time & labor	20	_____
<b><u>Qualifications</u></b>		
Experience with similar projects	40	_____
Adequacy of staff	30	_____
References satisfied	30	_____
<b>TOTAL POSSIBLE POINTS</b>	<b>200</b>	

Proposal evaluations will be completed by February 13, 2014. All respondents will be promptly notified.

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(Signature)

The Town of Keene is an Equal Opportunity Employer; minority-and women-owned businesses are urged to submit proposals

Any questions regarding the requirements of this RFQ should be addressed to:

Dave Reckahn  
Essex County SWCD  
Box 407  
Westport, NY 12993  
[(518) 962 8225]