



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932
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Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders / Respondents
FROM: Rob Wick, PMP Project Mgr
DATE: 2/18/2022
SUBJECT: Addendum #1 Noblewood Stream Bank Study

- CORRECTIONS TO TYPOS: Attached is the updated solicitation response date and Scope of Work**

SUBMITTAL DUE DATE

Responses to this RFP are due on March 18th, by 2:00 pm. RFP responses must be submitted via electronic PDF to the following web-form:

<https://app.smartsheet.com/b/form/bc980cbceaaf47e8aeabd2308b496103>

Each Respondent shall receive a confirmation of their submission via email. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. **PROPOSALS IN PAPER-ONLY FORMATS WILL NOT BE ACCEPTED!** Digital proposals may still be physically submitted in a flash drive or disc if the submission link above is not functioning. If you run into technical difficulties providing your response by the web link above, it is also acceptable to submit your RFP responses in writing via email, OR mail-in digital files (.PDF format) on flash-drive to the RFP point of contact:

Essex County Office of Community Resources
7533 Court Street – PO Box 217
Elizabethtown, NY 12932
CommunityResources@essexcountyny.gov
(518) 873-3426

The Town will select a Respondent on **April 14th, 2022** at a regular Board Meeting.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to Essex County Community Resources at (**CommunityResources@essexcountyny.gov**) between the hours of 0900 – 1500 *only*. Any RFI responses will in turn be made available to all Respondents as they are received by means of direct emails.

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by the **TOWN OF WILLSBORO** (“the Town”) for **ENGINEERING SERVICES** for a municipal project. The project will be funded by the Town, and expected to be reimbursed by the NYS Department of Environmental Conservation (DEC) Non-Point Source Planning Grant (NPG); their program requirements are located **Appendix A**.

Noblewood Park and Nature Preserve was established through a partnership between the Town of Willsboro and The Nature Conservancy. The park provides the local and seasonal residents as well as all visitors with a pristine, primitive pocket of nature capturing extraordinary views of the Green Mountains and Lake Champlain. There is erosion is slowly tearing away at a section of lawn that is part of Noblewood Park. This is threatening the Park's existence and public access. The lake shore has compromised trails and beach access.

Companies with demonstrated experience in *Municipal Civil Engineering Utility Projects* and public funding agency administration interested in making their services available to the Town are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is licensed to provide such services in New York State. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

The Town is seeking to encourage participation by respondents who are DBE/MBE/WBE, Section 3 and/or Service –Disabled Veterans’ business enterprises. For the purposes of the project, the Town is requiring a *documented* DBE/MBE/WBE & Section 3 participation compliance & good faith effort per the Program requirements listed in **Appendix A** by providing evidence of direct solicitation to these required DBEs after contract award, but before given Notice to Proceed.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Town or any respondents. The Town reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Town be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Town for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Town. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

B. Time of Response

Respondents will have approximately four (4) weeks to provide a response to this RFP. The Town and resources from Essex County will review the proposals and respond within two (2) weeks of RFP closure, after Town Board Meetings are held

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| 1. RFP Posted: | February 18th, 2022 |
| 2. Statements Due: | March 18th, by 2:00 pm. |
| 3. Town Board Proposal Review: | March 18th – 25th, 2022 |
| 4. Contract Awarded estimated: | April 14th, 2022 |

C. Contract Negotiations

After review and interviews are complete, the Town will approve the successful Proposal via Board Resolution and then provide a Notice of Award to the Respondent

D. Contract Execution

Once the contract Terms and Conditions have been approved, the final contract cannot be executed until the **NYS DEC** program requirements are completed and provided as part of the contract documents, such as the EEO, M/WBE Plans, other required forms and plans, etc. Once these have been provided the Town Board will execute the final contracts with the Respondent

E. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of approximately **(12) months** and will expire upon completion of the projects' administrative close out. **Completion of the project deliverables must be completed no later than 6/01/2023, and administrative closeout must be complete no later than 7/31/23.**

F. Funding Agency Requirements

Award recipients must follow the guidance provided in **Appendix A**. All Respondents must demonstrate capability to adhere to the following Funding Agencies' requirements:

- Davis Bacon Related Acts (DBRA) Compliance
- Disadvantaged Business Enterprises (DBE) & Minority Women Business Enterprise (MWBE) Compliance (**30% of contract value**)
- Equal Employment Opportunity (EEO) Compliance
- Anti-Lobbying Policy
- NYS EEO Policy / Sexual Harassment Certification & Training
- Others as required per Appendix A.

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. Dates and schedules provided by the above funding agencies will be incorporated into project scope of work and schedule requirements.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The Town is seeking proposals from engineers to complete an evaluation on the Noblewood Park Stream Bank erosion issues currently impacting use of the waterfront and produce a report containing recommendations for construction projects that will mitigate erosion and repair current damage. All fees will be held in accordance with current requirements per **Appendix A**.

This solicitation will determine the most qualified Engineering Firm to review the project site and provide an engineering report, which must be in accordance with the outline established in **Appendix A**. Recipients will provide a Cost Proposal according to the Tasks listed below and also in the “Deliverables Table” in **Appendix K**. For a detailed description of the services and deliverables in each Phase, see “Draft Form of Contract”, **Appendix L**.

The Scope of Work must include the following tasks, at a minimum (See also **Appendix K**):

➤ **General Requirements –**

- **Task 1 - Project Schedule:** The consultant shall maintain and produce a detailed project schedule in Gantt / Critical Path Method format.

- **Task 2 – Project Management & Coordination Meetings:** The consultant shall participate in public meetings and distribution of meeting minutes to the Town and Essex County. Monthly progress meetings with the Town, County and any regulatory/funding agencies are anticipated during the planning portion of this project. The consultant shall work with the Essex County Office of Community Resources for permitting & funding compliance for this project. Essex County will develop all funding applications, provide funding compliance advocacy and accountability acting as Minority Business Officer (MBO) and provide finance consultation with the Town with technical input from the consultant. The consultant will be responsible for any technical information required for project development and permitting purposes. The consultant shall additionally coordinate with regulatory & funding program representatives as requested for review and approval of the project deliverables.

- **Task 3 - Field Investigations:** The consultant shall conduct such field work they deem necessary to obtain the required information to properly investigate and recommend improvements to the system. This work may include, but not be limited to land surveying, geotechnical/hydrogeological studies, archaeological surveys and evaluation of all system components. All data collected during this Task shall be a separate deliverable to the Town in a hard copy format (3 hard copies of full-size plans) and digital format (.shp file, .pdf, etc.).

- **Task 4 - Preliminary Engineering Report:** The consultant shall provide recommendations for erosion mitigation design based on current regulatory standards, community use of the facilities, feasibility of municipalities budgets and operational efficiencies; prepare schematic level plans for any recommended system upgrades, in accordance with NYS DEC guidelines contained in **Appendix A**.

The consultant shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of regulatory review agencies as required. Additionally, the consultant shall work to meet all DBE, MBE, WBE, SDVOB, and Section 3 participation requirements and goals, as required for funding compliance. Davis-Bacon prevailing wage rate documentation is required for this project, as determined by DOL for wage categories such as, but not limited to, professional land surveyors.

B. Quality of Work

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project's plans and specification prior to advertising the project for construction bidding.

C. Records

The design professional is to maintain all books, documents, papers, account records and other evidence pertaining to this work and to make such materials available at their respective offices at all reasonable times during the agreement and for a period up to seven (**7 years**) from the date of final payment under the agreement. Throughout the project, the respondent will be required to coordinate with the Town and the Essex County Planning Office via regular project meetings and other electronic project management software.

All reports, documents, information, presentations, electronic drawings, and other materials prepared by the award recipient in connection with and in performance of this Agreement are deliverables to be provided to the Town as a result of the project and are not considered to be the sole properties of the consultant. *Copies of all reports, designs, project documents, supporting information and any materials or equipment furnished to the award recipient by the Owner shall remain the property of the Owner and award recipient's limited possession of the purpose of carrying out the Work, shall be returned to the Owner at the conclusion of the Agreement.* Nothing written in this paragraph, however, will be interpreted to forbid the award recipient from retaining a single copy of the information for its files.

D. Additional Requirements

Professional services shall comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply. **Further requirements are identified in the accompanying Appendix of this RFP.**