

Town of Clifton Park
Request for Qualifications

“NY Route 146 Sidewalks” **DEC01-C00592GG**
Sidewalks Design and Construction Engineering Services

December 28, 2021

The Town of Clifton Park is now accepting proposals from qualified engineering/landscape architecture firms to design and develop complete construction documents and specifications to construct approximately 0.3 miles of sidewalk to fill in the gaps along the north side of NY Rt 146 from Northcrest Drive to Maxwell Drive (the Project) by 2023.

The project is partially funded by a 2017 NYS DEC Climate Smart Communities grant to the Town of Clifton Park. The engineering consultant will have to abide by all requirements of the NYS Master Grant Contract (MGC) as it pertains to subcontractors. A copy of the Work Plan and Budget from the MGC can be found at the end of this RFP. A copy of this RFQ can be found on the Town of Clifton Park’s website at www.cliftonpark.org. The Town will utilize the current LDSA regional list for selecting a consultant firm.

Proposals must be submitted in **both** hard copy to Town of Clifton Park Planning Department Attn: Director of Planning John Scavo, at One Town Hall Plaza, Clifton Park, NY 12065, **and** electronically to planning@cliftonpark.org **by 4 pm on January 14, 2022**. The Town anticipates awarding the contract in early February. This project requires a compressed timeline to meet the grant contract deadline of March 2023.

INTRODUCTION AND BACKGROUND

The objective of this RFQ is to solicit statement of qualifications for the design of the Project. The successful firm will design and develop complete construction documents and specifications for the Project. The successful firm will plan and design ADA compliant sidewalks for the Project and ensure compliance with all federal, state and local laws, ordinances and regulations, and the MGC.

WORK TO BE PERFORMED and PERFORMANCE SCHEDULE

Survey, design, and construction documents (contractor)

1. Land survey and field inventory of existing conditions and ownership as they relate to rights of way and the procurement of easements and sidewalk construction for the Project. This must be completed and provided to the Town by approximately April 2022.
2. Preliminary design scheme review report including easement procurement options (as necessary) to complete the Project (identifying conceptual design alternatives considering optimum location and potential barriers or issues and solutions, including whether drainage pipes and/or retaining walls may be necessary in any locations, as well as estimated cost to build each alternative). This must be completed and provided to the Town by approximately May 2022.
3. ROW mapping, as needed.
4. ROW procurement services, as needed.
5. Final design and construction drawings with all necessary technical and engineering specifications to construct the Project, including recommended project phasing, if applicable. This must be completed and provided to the Town by approximately July 2022.
6. Construction to be completed by approximately Dec. 31, 2022.
7. Grant contract to be fulfilled and completed by March 14, 2023.

GENERAL INFORMATION

The Town requests proposals for the provision of services for surveys, design, licensed professional stamped construction documents, and all necessary specifications, and preparation of bidding documents for construction in compliance with all applicable federal, NYS, county, town, and village laws. The firm selected through this RFQ process will have experience and knowledge of the various technical aspects including the following:

1. Property and topographic field and site survey of streetscape conditions, and identifying land ownership and optimum Project route and location;
2. Sidewalk design and related concepts to include design for adequate drainage and retaining walls where necessary;
3. Use of appropriate Town of Clifton Park and NYS Department of Transportation sidewalks and crosswalks design and development standards, ADA and other applicable design standards to design sidewalks, necessary drainage, retaining wall structures, crosswalks and related pedestrian facilities for construction;
4. Cost estimating and analysis;
5. Identifying and coordinating with utility agencies to include identification of sub-surface utilities;
6. On an as needed basis, deliver public presentations or communications as part of the design phase of the project;
7. Preparation of ROW mapping as needed;
8. ROW procurement services, as needed, on behalf of the town;
9. Develop engineering design, construction plans and specifications, and prepare all necessary stamped construction documents certified by a professional engineer licensed to practice in the State of New York, that will permit the construction contractor (to be selected after the design process) to perform the work.
10. Assist the town with preparation and coordination of all required permitting and approvals needed to complete this project, including coordination with NYS DOT.
11. Construction and project management of infrastructure projects such as the Project.
12. Construction administration/support and construction inspection services, as needed, during the construction phase and preparation of final close-out documentation and reporting for such types of projects.
13. Strategic assistance/guidance to the town on sidewalks usage data collection and GHG reduction analysis and final reporting needs for the MGC. The town may utilize staff, volunteers, and outside partners to help with this task required for the grant.

Right to Reject Responses to the RFQ and Proposals

This RFQ does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFQ or to procure or contract for services. The Town intends to select a qualified design consultant and negotiate an award for a contract based on the best interest and advantage to the Town and reserves the right to accept or reject any or all responses received from this request, to negotiate with all qualified proposers, or to cancel this RFQ in part or in its entirety, if it is in the best interest of the Town to do so.

Confidentiality

The Contractors agree that they shall use and maintain personally identifiable information relating to individuals who may receive services, and their families pursuant to the Contract, or any other information, data or records marked as, or reasonably deemed, confidential by the State (Confidential Information) only for the limited purposes of the Contract and in conformity with applicable provisions of State and Federal law. The Contractors (i) have an affirmative obligation to safeguard any such confidential Information from unnecessary or unauthorized disclosure and (ii) must comply with the provisions of the

New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

Publicity

Publicity includes but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State. The Town will assist in any publicity efforts.

Non-discrimination Requirements

1. The Contractor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status;
2. The Contractor shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts;
The Contractor shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;
3. At the request of the State, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative shall not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative shall affirmatively cooperate in the implementation of the Contractor's obligations herein; and
4. The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

FOR CONTRACTOR RESPONSE

All proposals and questions should be directed to:

Town of Clifton Planning Department

One Town Hall Plaza

Clifton Park, NY 12065

Attn: John Scavo, Director of Planning

email: planning@cliftonpark.org

RFQ related questions will NOT be accepted after **4 PM on January 11, 2022**.

Please provide three (3) hard copies, as well as a digital (PDF) copy of the response via email.

RFQ reponses are due January 14, 2022, no later than 4 PM. Late responses will be rejected and disqualified from further consideration.

Format Requirements: Please number and re-state each subheading and question, followed by your response. Number all pages. Please limit your response to the size limits provided for each subheading as indicated. Proposals that do not include all requested data will be rejected and the proposer will be disqualified from the evaluation process. Below are the items to include in your response:

A. General Firm Information (1 page maximum)

1. Type of Firm: Corporation, partnership, sole proprietorship, joint venture
2. Year Firm Established
3. Other Firm Names: Indicate all other names by which your organization has been known and the length of time known by each name.
4. Parent Company: If applicable, state name, address, former name if applicable, tax identification number.
5. Participating Division or Branch Offices: Identify division or branch offices that will participate in the conduct of any services (office name, and address).
6. Identify the Use of Any Subconsultants: Identification of Subs to be used and their roles, if your firm is selected

B. Experience of Firm (2 pages maximum)

1. State the number of years your firm has been involved in civil engineering and landscape architecture business, as applicable.
2. Full-Time Personnel: Indicate the number of full-time personnel employed by your firm.
3. Describe, briefly, **five (5)** projects that best exemplify the range of technical and professional services for a project similar to this one. Identify project references that involve projects similar in type, size or scope to this Project and in similar locations. Please identify projects that involve the utilization of subconsultants and success in working together, if proposing to use subs.

C. Scope of Services (2 page maximum)

1. **Types of Services:** Summarize the scope of services (research, analysis, design, engineering, construction, outreach and project coordination, etc.) available from your firm that is applicable for the following:
 - a. survey and field inventory of existing conditions and ownership;
 - b. design alignment options with easement procurement needs for each option identified and located on parcel maps;
 - c. preliminary executive summary design report for Town to review alignment options and consider best easement approach to achieve complete sidewalks (identifying optimum location, potential barriers, issues and solutions);
 - d. final stamped design and construction drawings with all necessary technical and engineering specifications, etc. needed for construction, based on Town pre-approval and with any needed public outreach presentation; and development of engineer's estimate for construction;
 - e. development of bid documents;
 - f. construction administration/support services;
 - g. construction inspection services by qualified professional construction inspectors;
 - h. guidance to municipalities on sidewalks/trails user counts/studies and GHG mitigation analysis

2. **Expertise in civil engineering and landscape architecture for similar transportation projects:** Describe your ability and experience in providing on time delivery of services to survey and inventory existing conditions, provide and communicate preliminary design options and recommendations, and develop complete and stamped construction documentation with all specifications, and see projects through to completion.

D. Insurance, Non-Discrimination, and MWBE: Generally, describe your capability to secure insurance policies, adhere to Non-Discrimination Requirements, and efforts to support adherence to NYS MWBE requirements per the MGC, through the firm's own hiring and procurement of subcontractors.