

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING AND PLANNING SERVICES

TOWN OF EDEN
2795 E. CHURCH STREET
EDEN, NY 14057

1. General: The Town of Eden seeks proposals from qualified engineering firms to provide professional engineering and planning services. The complete Request for Proposals is available at the Town of Eden Town Hall, 2795 E. Church Street, Eden, NY 14057, between the hours of 8am-4pm, Monday, Tuesday, Thursday, and Friday, and 9am-12pm on Wednesday, and online at www.edenny.gov.
2. Scope of Services: The Town of Eden seeks professional engineering services to assist with general engineering and planning consultation services as outlined on the attached pages. Projects may be any that are within the scope of professional engineering and planning.
3. Term of Contract: The Town of Eden shall enter into a one-year term contract with the selected engineering firm. The contract may be renewed, at the discretion of the Town, for up to three (3) successive additional one-year terms.
4. Contents of Proposals: Each firm which wishes to submit a proposal in response to this Request for Proposals (RFP) must submit five (5) copies of the company's proposal. Submissions are limited to no more than 25 pages (single sided) inclusive of all cover sheets, dividers, text and graphics. Responses to the RFP must be submitted in a format that provides for a straightforward, concise presentation.

Submissions must include at a minimum the following:

- a. Organization chart showing both key engineering and planning personnel who will be working with the Town of Eden.
- b. Resumes of key personnel including educational qualifications and professional experience and accomplishments.
- c. Demonstrate the ability, experience, and expertise to provide the engineering and planning services outlined on the attached pages. Candidates are encouraged to include additional services not listed which would be available to the Town. The Town reserves the right to select which services shall be provided on an "as needed" basis.
- d. Provide a list of representative clients, including at least three (3) municipalities with whom in the last 3 years have provided professional engineering services. Please provide contact information for each reference.
- e. Provide a list of representative clients, including at least two (2) municipalities with whom in the last 3 years have provided professional planning services. Please provide contact information for each reference.

- f. Responses to this RFP shall be in a “menu” or spreadsheet format showing the cost for the possible engineering and planning services listed as well as for additional services not listed which would be available to the Town. Costs will be identified as hourly rates or as fixed fees, as applicable. Proposals shall disclose cost increases, if any, for the additional 3years which are at the sole option of the Town.

A cover letter may also be submitted if not more than two pages.

5. Rejection of Proposals: The Town of Eden reserves the right to reject any or all proposals received, as it, in its sole discretion, deems appropriate.
6. Evaluation of Proposals: The Town of Eden Town Board shall evaluate all RFP’s provided and make a selection based upon qualifications provided. Final fees will be negotiated with the most qualified firm and shall be based upon a scope of services mutually agreed upon between the Town of Eden and the selected firm.
7. Deadline: Five (5) copies of the written proposal shall be submitted by **October 29, 2018 at 10am**. Proposals shall be mailed or delivered to the Town of Eden Town Clerk, and should be addressed to: Town of Eden, 2795 E. Church Street, Eden, NY 14057, Attention: Emily Hawkins, Town Clerk. All proposals will be time and date stamped, and no proposals received after the deadline shall be considered.
8. Information: Any questions should be addressed to:
Supervisor Melissa Hartman
Town of Eden
2795 E. Church Street, Eden, NY 14057
Phone: 716-992-3408
Email: mhartman@edenny.gov

Sample of Possible Engineering Services

- a. Representation by a licensed professional engineer at regular monthly Town Board meetings, and regular monthly Town Board Work Sessions as needed.
- b. Provide the Town of Eden, its departments, boards, agents and employees general engineering services. General engineering services shall include being available during normal working hours by phone, and coming to the Town as necessary in connection therewith.
- c. Attend Planning Board and Zoning Board of Appeals meetings as necessary and consult for site plan review.
- d. Annual Budget Review with the Supervisor and Town Board.
- e. Attend informational meetings of Federal, State and County agencies as necessary, and communicate with the Town and its agents relative to events, decisions, and activities that have an effect on the Town.
- f. Follow aid programs and advise the Town of programs that may benefit the Town.
- g. Perform engineering services for minor projects being conducted by the Town including:
 - i. Preparation of preliminary reports which detail the scope of needed services, engineering sketches.
 - ii. Review of draft specifications prepared by the Town.
 - iii. Necessary conferences with Town and its agents and employees and consultation during the construction or implementation of projects performed by Town forces.
 - iv. Such other engineering services as may be required to enable the Town to complete the project in the manner contemplated by the Town, with Town work forces. These minor projects are not intended to require the services of an engineering design team but may require detailed consultation or review by an engineer.
- h. Perform Public Improvement Project Plan review and inspections as necessary.
- i. Provide consultation and supporting documentation, in cooperation with the Town attorney, for SEQRA proceedings.

- j. Provide design or consultation for regulatory agency approvals of actions or projects, design of capital improvement for public bid or bid in accordance with the Town procurement policy if public bids are required.
- k. Provide assistance with grant applications and supporting documentation as requested by the Town.
- l. Attend Public Information meetings, Regulatory meetings, or other specific purpose meetings, requiring the presence or input of the engineer as determined by the Town.
- m. Provide engineering feasibility reports, studies, schematic designs for the operation, maintenance or improvement of Town infrastructure, including preventive maintenance consultation.
- n. Prepare rate studies as requested by the Town.
- o. Provide engineering expertise for the Town to support negotiation of contracts identified by the Town and Town Attorney.
- p. Provide professional design or consultation services such as, but not necessarily limited to civil, environmental, mechanical, electrical and structural engineering, architecture, land surveying, planning, geographic information systems, energy management, or other such services desired by the Town.
- q. Provide consultation and design services for parks, highway, drainage and building improvements as identified by the Town.
- r. Provide engineering services during construction as requested by the Town.
- s. Such other engineering services as may be requested by the Town from time to time.
- t. Prepare the annual MS4 Stormwater Annual Report.

Sample of Possible Planning Services

- a. Representation by a licensed professional planner at regular monthly planning board meetings and work sessions, as requested.
- b. Coordinate activities with planning board chairman.
- c. Review applications for completeness and compliance with SEQR, Town Code, and other procedures and regulatory agencies. Assist Town with SEQR processes, mailings and notifications.
- d. Assist the Town with the review of subdivision, site plan and rezoning requests.
- e. Assist Town with preparation of necessary referrals and resolutions for planning projects.
- f. Provide consultation for the Town, its departments, boards or agents relative to general municipal planning services.