

Request for Qualifications for Highway, Bridge, and Related Municipal Engineering Services Designations - Municipalities in NYSDOT Regions 1 through 9

Description:

Notice is hereby given that the NYS County Highway Superintendents Association (NYSCHSA) is facilitating the selection of engineering firms to provide any of the following services: Project Scoping; Preliminary and Final Design (Design Phases I-VI); and/or Construction Support and Inspection Services for municipal highway, bridge, transportation related contracts that are eligible for federal-aid and require NYS approved consultant selection procedures.

Municipalities (counties, town, cities, incorporated villages) may contract with any of the consultants designated in their respective NYSDOT Region to provide services for locally administered federal and/or state-aided municipal highway, bridge, and related projects that require architectural/engineering/ surveying services. Typical project assignments may include bridge and highway preventative maintenance, rehabilitation and replacements, intersection improvements, intelligent transportation systems, sidewalk and bicycle facilities, and transportation enhancement projects.

Required Services:

Project Scoping may include, but are not limited to: Assessment and design of existing or new municipal facilities, including the condition of roadways, trails, curbs, sidewalks, culverts, water and sewer lines, bridges, ancillary structures, intersection and traffic control and other transportation facilities; and development of conceptual alternatives for construction of a project.

Preliminary Design (Phases I-IV) may include, but are not limited to: Topographic and right-of-way (ROW) surveying; development of design alternatives, including cost estimates; in-depth bridge inspections; evaluation of cost and environmental factors including air, noise and water studies, wetland delineation, cultural resource studies, hazardous materials studies; architectural services; preparation for, attendance, and participation at public information meetings and hearings; traffic/corridor studies; intelligent transportation systems; landscape architecture; storm water mitigation; context sensitive design; value engineering; planning studies and other incidental services required, as necessary to establish a Design Approval Document and approved preliminary plan; other ROW incidentals such as appraisals and preparation of ROW maps; and project permitting.

Final Design (Phases V-VI) may include, but are not limited to: Final horizontal and vertical alignments for highways and streets, bridges, paths, walkways and trails; ROW acquisition work; development and design of public utilities; maintenance and protection of traffic during construction; typical sections; pavement markings; guide rail; bridge

rehabilitation and replacement; highway reconstruction/rehabilitation; traffic control systems, constructability reviews; and preparation of final Plans, Specifications, and Estimates (PS&E) for the projects.

Construction Support may include, but are not limited to: Assistance in construction bid proceedings; review of shop drawings; providing design response to unanticipated or changed field conditions; analysis and participation in proposed design changes; and ongoing interpretation and clarification of design plans.

Construction Inspection may include, but are not limited to: Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the plans and specifications.

Firms must be able to provide all of these services either directly or through subconsultants, including disadvantaged business enterprises (DBE). It is anticipated that teams proposed at the time of selection will be available for subsequent selection for specific projects. It is anticipated that subconsultants (including DBEs) will be provided the opportunity to perform Commercially Useful Functions in subsequent projects.

The prime consultant should identify any tasks that will require a subconsultant to perform on any given project (Survey, Environmental, CI, etc). The prime does not have to specifically identify the firm in this proposal, but any subconsultant must be licensed to perform work in New York State and any DBE subconsultant must be a Certified DBE firm at the time the work is performed. Certified DBE firms are listed on this site: <https://nysucp.newnycontracts.com/> Prime firms shall be responsible for performing their own quality based selection when contracting with a subconsultant.

To be designated by municipalities, all Consultants (prime and subconsultants) must be authorized by the State of New York to practice architecture and/or engineering, as appropriate and certified by the NYS Department of State. For environmental assessments, personnel must have the necessary asbestos or other certifications. Additionally, all surveying and ROW mapping shall be performed by a firm authorized to provide professional land surveying in the State of New York.

The State is divided into NYSDOT Regions, and municipalities may participate as located in the following counties: Region 1 (Albany) – Essex, Washington, Warren, Saratoga, Rensselaer, Schenectady, Albany and Greene; Region 2 (Utica) – Madison, Oneida, Herkimer, Hamilton, Fulton, and Montgomery; Region 3 (Syracuse) – Seneca, Cayuga, Oswego, Onondaga, Cortland, and Tompkins; Region 4 (Rochester) – Orleans, Genesee, Wyoming, Monroe, Livingston, Wayne, and Ontario; Region 5 (Buffalo) – Niagara, Erie, Chautauqua, and Cattaraugus; Region 6 (Hornell) – Allegany, Steuben, Yates, Schuyler, Chemung; Region 7 (Watertown) – Jefferson, Lewis, St. Lawrence, Franklin, and Clinton; Region 8 (Poughkeepsie) – Dutchess, Ulster, Orange, Columbia, Putnam, Rockland, and Westchester; Region 9 (Binghamton) – Chenango, Tioga, Broome, Otsego, Delaware, Schoharie, and Sullivan. It is assumed that this Regional Structure will be in place for the duration of the contract. If the NYSDOT Regional boundaries are altered during this

contract, a municipality shall continue to utilize the regional list or short list that was developed by the Region where they reside at the commencement of this contract.

Firms may be designated for more than one Region. (See Special Requirements). Each designation will be for a period of three years during which time various municipalities may select from the approved list. The three year period shall commence on April 1, 2022. Following the designation, individual projects may be assigned to the firm deemed to be most qualified by the municipality sponsoring an approved Federal-aid project, followed by a Scope of Services meeting, proposal preparation, negotiations and processing a contract with the municipality. Work under these municipal contracts for specific assignments will not be authorized to receive federal reimbursement through the State until a State/Municipal contract is executed.

Firms must anticipate attending a scope meeting in less than a week from notification of award of an individual project, with the project work to start as soon as possible thereafter. Selected firms must be able to initiate work on new assignments as necessary and to maintain steady production throughout the scheduled time period for each assignment.

If a firm receives an assignment from a municipality and is then temporarily unable to take on additional assignments, that firm should notify the appropriate LDSA Regional Coordinator that the firm is temporarily unavailable for selection. Once that firm is again capable of the satisfactory handling of additional assignments, the LDSA Regional Coordinator should again be notified. No guarantee of work assignments can be made, but the need for these contracts is based on a projected local project workload.

If a firm ceases business during this contract, that firm shall notify the appropriate LDSA Regional Coordinator, and the vacancy on the regional or short list shall not be filled. If a firm merges business operations with another firm, they will be allowed to maintain their position on any regional or short list that either firm was originally included on.

Consultant contracts with municipalities will follow the contracting procedures of the involved municipality, but terms and conditions of the contract must include all federally and/or state mandated requirements.

Criteria for Evaluation:

The selection of each Region of up to 15 of the “most highly qualified” firms, is based on the following evaluation criteria and weights listed:

1. Experience and qualifications of the proposed staff (30%);
2. Experience of the firm and team with Locally Administered Federal Aid Projects (30%);
3. Firms past performance (15%);
4. Firms general technical and professional competence (15%);
5. Firms logistics and familiarity with the selection area (5%)
6. DBE Utilization (5%).

From this Regional list, municipalities with multiple federal projects may create a “short-list” of firms (up to 5) by weighing their RFQ selection score 50% with the remaining 50% weighted equally among all other scores by the other participating municipalities. Establishment of a short-list precludes the municipality from using the full regional list, unless the municipality identifies compelling reasons for using the regional list for any particular project. Before any switch to the regional list commences, a thorough review of the need shall be done with NYSDOT Regional Office to insure proper documentation is filed with the project.

Each municipality shall make a separate selection from the LDSA Regional list or the short-list, as applicable. The selection criteria will be based upon the specific project requirements. The municipality rating protocol may vary from that specified in the regional procedure. All consultants are advised that while the rating protocol and final results can be shared, all individual municipal rating decisions are considered working documents and will not be disseminated for review by anyone other than the NYSDOT and FHWA.

Administrative Matters:

An Expression-of-Interest (EOI) consists of: Standard Form (SF) 330 for project teams including a completed Part I for the overall team and attached Part II pages for the Prime Consultant (or joint venture) A copy of the SF 330 form is available on the NYSCHSA website for download in an electronically writeable format. Each prime firm (or joint venture partner) is limited to the submission of one (1) EOI for each Region. NYSCHSA will protect confidential and proprietary information from disclosure to the extent permitted by the Freedom of Information Law (“FOIL”), Article 6 of the Public Officers Law. Accordingly, proposers should identify the page(s) of the proposal, which contain such information as, “confidential and proprietary”.

Each office of any selected firm must have a Consultant Identification Number (CIN), obtained from the CIN Coordinator in NYSDOT’s Contract Management Bureau at (518) 457-2600. The submission of a current certified salary roster and CONR-385 form reflecting the firm’s most recently completed fiscal year are necessary documentation to receive a CIN with financial statement are necessary documentation to receive a CIN.

Instructions for completing the SF 330 are provided with the form and must be followed for each submission, as modified/clarified below:

- Part I – Item 1 –should be completed with “Local Design Service Agreements – Region XX”, with XX being replaced by the appropriate NYSDOT Region number. No City or State is necessary
- Part I – Item 2 should be completed with “October 2021”
- Part I – Item 3 should be left blank
- Part I – Item 10 should be completed with the office location for the prime consultant, JV partner and subconsultant where the project work within the particular NYSDOT Region will be managed and performed. An office is defined as

a business office location either owned or leased by the firm, or a residence shown on the firm's federal tax return as a legal place of business.

- Part I, E – Resumes – include no more than 8 resumes for the prime consultant / joint venture. Subconsultants are not required to be identified, but if a prime wishes to identify a subconsultant, no more than 2 resumes for each subconsultant shall be included. All resumes shall be no more than 1 single-sided page in length. Only resumes of persons currently employed by the firm at the time of this submission may be included.
- Part I, F – include not more than 8 example projects for the Prime Consultant and 2 for each Subconsultant (if identified). Subconsultants must clearly describe their scope of work for each project (Survey, Environmental, Construction Inspection, etc.). All example projects shall be no more than 1 single-sided page in length.
- Part I, H – this section is limited to no more than 4 single-sided pages for the Prime Consultant and one page for the Subconsultants (if identified).

Graphics such as pictures, plans, etc. will only be permitted in Part I, F and H, and on the overall EOI cover.

The overall .pdf file, including both text and graphics, will be limited to 5 megabytes. All photos should be screen resolution quality.

Disadvantaged Business Enterprises: This invitation is extended to all engineering firms. Particular encouragement is extended to small firms and to Disadvantaged Business Enterprise (DBE) firms for federally funded projects. For purposes of this advertisement, DBE status is a designation of the Federal Government extended to firms who meet the eligibility criteria of 49CFR23.53 and 13 CFR121. NYSDOT certifies the status of DBE's, if they meet federal criteria. DBE participation on Federal Aid projects is not mandatory. DBE participation is, however, a weighted factor in the selection process and is encouraged. Consequently, a firm can enhance its score by proposing DBE sub-consultant participation and describing the successful use of DBE subconsultants on past projects. (20% participation on federally funded projects, 30% on NY State funded projects.) Proposal of DBE consultant firms to meet the participation percentage requires the prime consultant to utilize the services of a DBE to perform Commercially Useful Functions in each project where it is reasonably feasible. DBE firms do not need to be identified at the time of submission of this proposal, but can be chosen from the list of Certified DBE firms when responding to a specific RFQ.

Accounting Requirements: All firms submitting EOIs (prime consultants, joint ventures, and sub-consultants) must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts".

Additional Administrative Matters:

1. Each EOI package shall include ten (10) CD or flash drive copies in .pdf format along with one printed hard copy. This package shall be sent directly to the LDSA Regional Coordinators listed at the end of this RFQ for any region the consultant wishes to apply.
2. All submissions should include covers, a table of contents, and appropriate dividers, which separate the required Parts of the SF 330 form.
3. Any material submitted in addition to the sections described in this announcement will either be ignored or may result in disqualification.
4. Each .pdf file shall include “bookmarks” for ease in retrieval of various sections of the SF 330 form. The following labeling shall be used:
 - Part I – Contract-Specific Qualifications
 - Part II – General Qualifications – Prime Consultant/Joint Venture
 - Part II – General Qualifications – Subconsultant if identified (repeat for additional subconsultants)
5. The required 10 copies must be sent to each regional coordinator where the firms wish to be considered by 4:00pm local time on the date indicated in the advertisement.
6. Send one additional CD copy to: NYS County Highway Superintendent Association, Attn: “LDSA Staff Representative” 230 Washington Ave Ext, Suite 101, Albany, NY 12203 also by 4:00pm local time on the date indicated in the advertisement.
7. All communications regarding this RFQ are to be channeled through NYSCHSA. Contact with any other agency involved with this EOI will be considered a very serious matter and may result in disqualification.
8. NYSCHSA reserves the right to reject all EOI's submitted, to cancel the solicitations advertised according to this notice, and/or to re-solicit for these services.

Special Project Requirements:

1. Interested firms are permitted to submit for one or more Regions. However, prime consultants or joint venture partners may submit only once for a given region. Prime firms can receive more than one regional designation.
2. Firms offering to perform services as a prime may be offered as a sub-consultant in another firm's proposal. These firms can submit as both a Prime and a Subconsultant in the same Region.
3. Prime firms that have multiple offices may submit (as outlined above) from any office. However, the firm may submit only once in each Region.
4. Prime firms or joint ventures should list only the number of full-time employees currently employed on the firm's SF 330 Part II Item 9. Do not list proposed or part-time employees in these items.
5. An organizational chart listing key managers of the proposed team may be included between Parts I and II of the prime consultant / joint venture SF 330, but it is not required.

6. Disadvantaged Business Enterprises (DBE) are encouraged to submit proposals in response to this solicitation. Designated firms must submit proof of authority to practice architectural/engineering/ surveying in NYS (as appropriate) immediately upon designation. Subconsultants, subcontracting and/or joint ventures are permitted.
7. Contract format may be cost plus fixed/net fee, specific hourly rate, lump sum or any other format which may be approved by NYSDOT.

Proposal Due: **November 19, 2021** at 4:00pm local time

Contract Term: 04/1/2022-3/31/2025

Location: Various Municipalities, NYSDOT Regions 1 – 9

Contact for Information:

NYS County Highway Superintendent Association
230 Washington Ave Extension, Suite 101
Albany, New York 12203
518-730-0052
email: info@countyhwys.org

Submit to Listed

LDSA Regional Coordinator of the NYSDOT Region, which the firms wish to be considered:

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|----------------|--|--|
| Contact People | NYSCHSA Joseph Wisinski President Madison County Highway Dept. PO Box 15 Wampsville, NY 13163 315 366-2221 Joe.Wisinski@madisoncounty.ny.gov | NYSCHSA LDSA Staff Representative 230 Washington Ave. Ext., Suite 101 Albany, NY 12203 518-730-0052 info@countyhwys.org |
| | <u>Region 1</u> Kevin Hajos, P.E. Warren County Dept. of Public Works 4028 Main Street Warrensburg, NY 12885 518-761-6556 khajos@warrencountydpw.com | <u>Region 2</u> Joseph Wisinski Madison County Highway Dept. PO Box 15 Wampsville, NY 13163 315 366-2221 Joe.Wisinski@madisoncounty.ny.gov |
| | <u>Region 3</u> Jeffrey Smith Tompkins County DPW 170 Bostwick Road Ithaca, NY 14850 607-274-0300 jsmith@tompkins-co.org | <u>Region 4</u> John Papponetti, P.E. Orleans County Highway Dept. 225 W. Academy St, Suite 1 Albion, NY 14411 585-589-6145 john.papponetti@orleanscountyny.gov |
| | <u>Region 5</u> Bill Fox P.E. Cattaraugus County DPW 8810 Route 242 Little Valley, NY 14755 716-938-9121 wafox@cattco.org | <u>Region 6</u> Andrew Avery, P.E. Chemung County Public Works 803 Chemung Street Horseheads NY 14845 607-739-3896 aavery@chemungcountyny.gov |
| | <u>Region 7</u> Don Chambers, P.E. St. Lawrence County Hwy. Dept. 44 Park Street Canton, NY 13617 315-379-1542 dchambers@co.st-lawrence.ny.us | <u>Region 8</u> Charles Vezzetti Rockland County Highway Dept. 23 New Hempstead Road New City, NY 10956 845-638-5060 vezzettc@co.rockland.ny.us |

Region 9

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