

Request for Proposals
Engineering Services
Feasibility Study – Adams Street Extension
Town of Victor, NY

The Town of Victor, Ontario County is soliciting proposals from qualified engineering firms having experience in providing engineering services as outlined in the SCOPE OF SERVICES section of this request.

Proposals shall be submitted by registered engineers currently licensed to practice Professional Engineering in the State of New York, and shall address the topics described below.

1. Objective

With the adoption of the Route 96 Transformative Corridor Plan in 2019, a new local street was proposed that would extend Adams Street and run along the current Ontario Central Railroad. This project was identified as high priority project number 1 in the Corridor Plan. This would convert the underutilized railroad to a “Complete Street” serving motorists, bicyclists and pedestrians. The proposed 1.5 mile road would run parallel to Route 96 helping to alleviate traffic delays and provide improved accessibility to Victor’s central business district.

In order to facilitate the construction of the new local street, the Town first needs to undertake a feasibility study that focuses on these four areas: 1) establishing boundaries of the right-of-way including: identifying property ownership and acquisition needs; 2) a report of the wetland delineation and water resource protection; 3) environmental investigation of proposed site; and 4) preliminary conceptual design of the new road.

It should be noted that the full environmental impact of the existing tracks and use is not understood at this time and is a critical piece to moving forward with this project. Potential contaminants such as asbestos, oil drippings and grease from train mechanical equipment are to be considered in the environmental review.

2. Project Timeline

- a. RFP/Consultant Selection - November/December 2021
- b. Initial input meeting, review of expectations & deadlines – January 2022
- c. Identification of property ownership & acquisition areas – January – February 2022
- d. Wetland Delineation & Water resource protection – March – April 2022
- e. Environmental investigation & concept design – May - July 2022
- f. Final report – Feasibility Study – August 1, 2022

3. Scope of Services

The Victor Town Board is seeking engineering consulting services to work in tandem with the Board and assigned staff to complete this initial study. This will involve the following activities:

- Initial meetings with project committee consisting of Board members and Town/Village staff to review project scope and deliverables
- Monthly meetings to review project status
- Wetland delineation of the proposed 1.5 mile route
- Development of list of area property owners impacted by the proposed project and potential acquisition areas
- Environmental review of the proposed site
- Recommendation of disposal/re-use of existing rails, rail ties and stone ballast
- Preliminary Conceptual design of the new road.
- Draft of all of the above for committee review and discussion
- Final report submitted in hard copy and electronic file version

4. Deliverables

- a. One (1) copy of the Draft report and in a mutually agreed upon electronic file format.
- b. One (1) copy of the Final report and associated Executive Summary in a mutually agreed upon electronic file format.
- c. Ten (10) hard copies of the Final Report.

5. Project Budget

The maximum contract amount for this project is not to exceed \$85,000. This project is partially funded through a grant from Empire State Development and includes a local municipal match. The Town of Victor desires to enter into a professional services agreement with the consultant selected through the RFP process. The consultant will receive compensation based on time and material in accordance with the submitted total cost schedule. The fee schedule submitted project staff, including hours and fees estimated for each.

6. Terms of Agreement

It is intended that this agreement will be for a duration not to exceed 12 months, with a starting date of December 1, 2021. The agreement for engineering services may be terminated by either party by thirty (30) days written notice. The agreement will provide for a review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain engineering services from other providers if, for any given project, it determines such services to be necessary.

7. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire and continuously maintain during the service contract period professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence. The policy will cover acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional engineering services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and hold harmless the Town of Victor against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

8. Experience and Qualifications

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 3. The proposals will be evaluated on knowledge, experience, and successes of these similar services.

Interested engineering firms must submit the following:

- a. Certification that your firm provides services to municipal clients. Brief history of your firm including the length of time you firm has been providing municipal engineering services.
- b. Statement of experience and qualifications, with any expertise in comparable projects.
- c. Description of work performed and services provided by your firm.
- d. List of completed municipal projects with a brief description of the project including costs, dates, and references.
- e. Overview of consultant staff dedicated to project, including job title and hourly billing rate for each.
- f. Proof of liability insurances.

9. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties.

10. Proposal Submission Information

Submission Date and Time:

Friday, November 12, 2021 by 4:30pm

One (1) original & one electronic copy on a flash drive

Submit to:

Kathy Rayburn
Director, Economic Development
85 East Main Street
Victor, NY 14564

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date will be considered.

Questions may be directed by email to Kathy Rayburn at: krayburn@town-victor-ny.us

11. Selection Process

All submitted proposals will be reviewed by the project committee who will select the most qualified firm according to the following criteria, listed in order of importance.

1. Understanding of work to be done
2. Experience with similar projects
3. Quality of staff to conduct project deliverables
4. Financial responsibility
5. Familiarity with the project area

12. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.

Attachments:

1. Rt. 96 Transformative Corridor plan – <https://www.victorny.org/DocumentCenter/View/2518>