

REQUEST FOR PROPOSALS
**PROFESSIONAL TOWN ENGINEERING, PLANNING, CODES, AND RELATED CONSULTING
SERVICES TO THE TOWN OF WALWORTH, NEW YORK**
Issued October 17, 2024

**Introduction and Objectives of Request for Proposals (“RFP”) for General Town
Engineering Services to the Town of Walworth:**

The Town of Walworth, Wayne County, New York (the “Town”) is soliciting sealed proposals from qualified engineering/architecture/consulting service providers/firms (“Firms”) having experience in providing engineering services to municipalities in New York, such as those services that would be provided by a Town Engineer, including engineering services to Town Boards, Planning Boards, Building/Code Departments and Zoning Boards of Appeals, all 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.

Scope of Services Requested:

The Town is seeking services from a professional engineering Firm that might otherwise be provided by a Town Engineer, including but not limited to services such as municipal and technical planning, code review and engineering services for the Town Board, Planning Board and Zoning Board, as well as the Building and Codes Department. Service may include but are not limited to: attendance at Board meetings, subdivision and site plan review, surveys, studies, reports, design, specifications and bid documents, construction inspection, grant applications, project administration including on road projects, traffic analysis, water, wastewater, stormwater and environmental assessments and projects, zoning analysis, and related planning and engineering services.

Proposal Requirements, Experience and Qualifications:

Each Firm shall submit at least one (1) printed and signed “original” and one (1) printed copy of the Firm’s proposal, as well as one PDF copy. Submissions shall include, at a minimum, the following:

- A. A general description of the type of organization (i.e., corporation, partnership, consultant, etc.); number of years in business; size of firm; and experience of the Firm, including a certification that the Firm currently provides services to municipalities.
- B. Résumés of key personnel who will be working with the Town of Walworth, including educational qualifications and professional experience.
- C. Examples of and references (including contact information) for similar services performed, including for municipalities, during the past five (5) years, including detailing any particularly relevant municipal services or projects recently completed.
- D. Any additional description/documentation of ability, experience, and expertise offered by the Firm relevant to the Scope of Services requested via this RFP.
- E. Any current or recent experience with the Town or towns in the County of Wayne.
- F. Information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with State regulatory bodies or professional

- organizations.
- G. Detail the price for the services requested and offered, including, at minimum, an hourly fee schedule detailing multiple staff classifications. Additional details, itemization and alternative pricing/service options are encouraged and welcomed.
 - H. Any other information relevant to this RFP.

Proposal Submission Deadlines and Information:

All submissions shall be received by the Town Clerk no later than **November 18, 2024**, at **4:00 p.m.**, at the following location:

Jenna Camacho, Walworth Town Clerk
Walworth Town Hall
3600 Lorraine Drive
Walworth, NY 14568

A PDF copy shall also be provided as an attachment to an email to the Clerk at the email address: townclerk@townofwalworthny.gov.

Clearly mark the submission with the title of this RFP: **PROFESSIONAL TOWN ENGINEERING, PLANNING, CODES, AND RELATED CONSULTING SERVICES TO THE TOWN OF WALWORTH, NEW YORK**, and the name of the responding Firm. Only those complete RFP responses received by the submission date and time will be considered.

Bids will be opened on **November 20, 2024 at 1:00 p.m.** at the Walworth Town Offices.

Assessment of Proposals and Award of Contract:

The Town will evaluate the responses to the RFP based upon all relevant information, including the information requested and provided in response to this RFP, such as experience demonstrated, past success, and cost of services. The Town reserves the right to exercise its discretion in selecting the proposal that best satisfies the interests of the Town of Walworth, including that the award of any contract may not necessarily be on the basis of price or any other single factor. The Town reserves the right to issue additional solicitations for proposals and to negotiate prices and contract terms. Firms may be asked to participate in an interview. 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 Board and the selected Firm.

Terms of Agreement:

The selected Firm will be required to enter into a contract ("Agreement") with the Town within fifteen days of notice of award, the terms of which are subject to the Town's review and discretion, and which may require the provider's to indemnify the Town against claims caused by the provider. The agreement will be non-exclusive and allow the Town to obtain engineering services from other providers if, for any given project, at the Town's discretion.

It is intended that said Agreement will be for a duration of one year but will allow for termination upon thirty days' (or some other timeline agreeable to the Town) written notice. The agreement will allow for an annual review of compensation and evaluation of performance.

Unless otherwise agreed to upon entering a contract in response to this RFP or for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. However, the Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties. It should be understood that some fees may be charged back from the Town to various developers.

Professional Liability Insurance:

The selected Firm shall, at its sole expense, acquire, continuously maintain during the period in which the provider is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$1,000,000 (or some other amount as may be agreeable to the Town) per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the provider or any of its subcontractors as a part of its performance of professional engineering services. The provider shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance where required by law.

Conflicts of Interest:

As part of the submission, please list any potential conflicts the Firm might have due to work performed for outside parties. This should include but not be limited to work for private developers working in the Town, or other work being done the Firm with others doing business in the Town.

Rejection of Proposals:

This RFP is not an offer. The Town reserves the right to reject any or all proposals, or to reject any proposal, all in the Town's sole discretion, including 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 response to this RFP.

Questions and Additional Information, Etc.:

Any questions should be addressed via email to the Town Supervisor at supervisor@townofwalworthny.gov at least five days prior to the submission deadline.