



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

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DRAFT 5/23/24

*Font in red to be removed or finalized when draft is finalized
Overall document formatting will occur after verbiage finalization*

Request for Quotes (RFQ)

Town Hall Parking Lot Renovation

Project: Engineer Services Contract for Conceptual Design, Final Design, Construction Administration and Observation

Date of RFQ release:

Document version date:

Responses due:

Section 1. Project Background

The Town of Ulysses is soliciting quotes for the design and professional services to support construction of the parking lot located at the Town Hall located within the Village of Trumansburg. The parking lot consists of a shared entry with multiple properties (commercial and residential) that use the shared access and parking lot. This request is for consultant services for the conceptual design, final design, construction administration and observation.

The Town intends to utilize federally provided State and Local Fiscal Recovery Funds (SLFRF) funds for at least part of the cost of the project. The successful respondent will be in charge of ensuring that the process meets timeline requirements as outlined in the “Project Timeline & Procurement Schedule” section of this document.

The Town of Ulysses desires strong consideration of stormwater mitigation design balanced with affordability of installation, long term maintenance and maximized useful life.

Please see appendix ___ for a parcel map.

Section 2. Contract Requirements



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- a. It should be noted that respondents shall provide quotes for the project phases listed below, however the conceptual phase is the only contract to be awarded initially. Contracts for subsequent phases will be executed upon mutual agreement.
 - i. Project phase contracts:
 1. Conceptual Design
 2. Final Design
 3. Construction RFQ Development
 4. Construction Competitive Bid Administration
 5. Construction Observation
- b. See appendix ____ for sample insurance coverage requirements.
- c. See appendix ____ for sample contract language.

Section 3. Communication

- a. In order to adhere to uniform communication requirements, any communication regarding this document shall be sent via email to both:
 - i. mwright@townofulyssesny.gov
 - ii. clerk@townofulyssesny.gov
- b. Questions will not be answered via phone or in person.
- c. Intention to submit can be a simple statement via email, it is not binding and is meant to ensure uniformity in responses to all interested entities.
- d. Inquiries will be answered and released uniformly to all those who have submitted their intent to submit a proposal (see the “Procurement Schedule” section of this document) and will be included as an addendum to this document as well as the final contract with the selected respondent.
- e. Errors found post release of this document that may impact responses will be specified and clarified as an addendum to this document. Failure to report errors constitutes acceptance as written.

Section 4. Scope of Work & Deliverables

- a. Conceptual Design



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- i. Full project scope development
 1. Plan for full reconstruction of parking lot
 2. Outline and prepare any permit requirements, including any interaction with the Village of Trumansburg
 3. Electrical upgrades
 4. Neighboring lot owner communication and negotiations in collaboration with Town Counsel
 5. Analysis and project lead on permitting and legal implications
 6. Develop cost estimates for each potential project component and assist with interpretation and decision making with Town leadership.
 - a. Communicate stormwater design considerations and options to Town officials, help navigate decision making process.
 - ii. General site grading and drainage plan
- b. Final Design**
- i. Finalization of design to include design alternatives in coordination with Town officials.
 - ii. Develop final cost construction estimate for each project component
 - iii. Topographical survey
 - iv. Final design provided in both hard copy and digital format
- c. Construction RFQ Development**
- i. Development of RFQ for construction of project
 - ii. Long term maintenance plan technical support
 - iii. Promotion of opportunity
- d. Construction & Competitive Bid Administration**
- i. Lead contact for construction bid process
 - ii. Lead admin for competitive bidding process



- iii. Development of contract between Town and construction contractor in collaboration with Town
- iv. Submittal approval
- e. Construction Observation
 - i. Coordination of permits and other requirements, including Village requirements
 - ii. Includes all phases of construction
 - iii. Provide final as-built drawings

Section 5. Project Timeline & Procurement Schedule

Schedule Item	Date
RFQ Release Date	5/29/24
Optional Onsite Information Session & Parking Lot Tour	6/13/24, 2-4pm
Deadline for intent to submit	6/21/24
Deadline for Submissions of Respondent Questions	6/21/24
Estimated Date of Town Response to Respondent Questions	6/26/24
RFQ Due	6/28/24, noon
Evaluation of all responses	Estimated by 7/1/24
Contract Award	7/9/24
Project Kickoff Meeting	7/16/24
Conceptual Design Completed	To be proposed by respondent
Final Design Completed	To be proposed by respondent
Construction RFQ released	To be proposed by respondent
Construction bid due	To be proposed by respondent
Construction contract signed	No later than 12/31/24

Section 6. Qualifications and Selection Criteria

- a. The proposal evaluation criteria should be viewed as standards that measure how well a respondent’s approach meets the desired requirements and needs of the Town.
- b. The following weighted criteria will be used to evaluate respondents:
 - i. Total bid submission cost (40%)

Cost is scored by the team based on the competitiveness of the pricing as compared to the other proposals. The Town may also elect to use cost to perform



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a trade-off analysis for finalists to determine if the technical differences between proposals justify paying a cost or price differential.

ii. Responsibility (20%)

Respondent's ability, in all respects, to perform fully the contract requirements and demonstrate the moral/business integrity necessary to assure good faith performance.

iii. Experience (20%)

Respondent's experience in providing services and deliverables as requested in this request including, but not limited to, reference checks.

iv. Capability (20%)

Respondent's capability, flexibility and skill to meet the Town's needs as identified in this document.

Section 7. Submission Requirements

a. Deadline and delivery method

- i. Hard copy submission is required in order to adhere to sealed bid requirements.
- ii. Hard copies shall be submitted and by the date and time specified in the "Project Timeline & Procurement Schedule" section to the following address:
 1. Town of Ulysses
Attn: SEALED BID
10 Elm Street
Trumansburg, NY 14886
- iii. There will be no exceptions to bids received after the date and time specified in the "Project Timeline & Procurement Schedule" section.
- iv. Bids that are mailed have the same date and time requirements. The Town does not accept responsibility for the delivery timing of bids received on the date they are due.

b. Response Instructions

- i. Response indicates your ability to meet contract terms described within.



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- ii. It is the sole responsibility of the respondent to see that its proposal is received in the proper time. Proposals received after the specified time will not be considered.
- iii. Adherence to the rules set forth in this document are mandatory to ensure a fair and objective analysis of all proposals. Failure to comply with or complete any portion of this request may result in rejection of a submitted proposal.
- iv. All proposals submitted to the Town become the property of the Town and are subject to The New York State Freedom of Information Law, Public Officers Law, Article 6, which provides for public access to information. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate document with the word "CONFIDENTIAL" as a watermark.
- v. Receipt of a proposal by the Town or submission of a proposal to the Town confers no rights upon the respondent nor obligates the Town in any manner.
- vi. The apparent silence of the specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only professional services of first quality are to be used, specified or accepted.

c. Additional Information Regarding Submission

i. Presentation and Interview

Selected respondents may be invited to submit sample materials and/or make presentations to Town personnel and elected officials. Representative(s) attending/hosting these presentations must be qualified to respond to questions related to any component of the proposal.

ii. Validity of Proposals

Proposals are to be good for ninety (90) days from the proposal due date. The Town may hold the proposals for ninety (90) days after the proposal due date, and may award a contract at any time during that period. Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the selected respondent.

iii. Contract Award

The Town reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the Town reserves the right to obtain other



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supplemental information concerning the respondent. The Town further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the Town. The Town may award based on initial proposals received, without discussion of such proposals.

d. Proposal Content Requirements: Submission Content

- i. Executive Overview & Respondent Profile: Highlight the understanding of the project, experience with like-projects, explain the respondent's value that could be provided to the Town for this service. Names and resumes or biographies of key staff to contribute to this project, as well as any planned subcontractor information is required. This section will likely be distributed to a greater number of individuals, including elected officials - many of whom may have insufficient time to read the full proposal.
- ii. References & Similar Projects: a list of three (3) current references and contact information from relevant projects, preferably located within the State of New York. Include:
 1. Organization/Entity
 2. Primary Contact Name and Information
 3. Project Description
 4. Project / Contract Start and End Dates
- iii. Response form as provided in this document.
- iv. Exception Letter: should the respondent take exception to any terms and conditions identified in this request; a letter must be submitted identifying all exceptions. Any exceptions will be part of the evaluation process. The Town will not entertain any exceptions not submitted in this fashion.
- v. Acknowledgement of the respondent's ability to meet contract requirements as outlined in this document.

Section 8. Tax Exemption

The Town of Ulysses is tax exempt. Tax exempt certificates, if required, will be forwarded upon request.

Section 9. Expense of Preparing Responses to This Proposal

The Town accepts no responsibility for any costs incurred respondents of this request for proposals, including costs associated with interviews. Such expenses are to be borne entirely by respondents.

Section 10. Right of Refusal



The Town reserves the right to reject all responses to this document in their entirety. The Town reserves the right to award a contract in any manner deemed in the best interest of its citizens in adherence to local and state law

Section 11. RFQ Response Form

Respondent legal business name: _____

Respondent designated contact name: _____

Respondent designated contact phone: _____

Respondent designated contact email: _____

Legal business entity status: _____

Description of insurance coverage and limits (alternatively, provide proof of current insurance and limits with submission):

Provide a Proposed Schedule for Completion of Each Phase:

Phase	Proposed Date
Conceptual Design completed	
Final Design completed	
Construction RFQ released	
Construction bid due	

Complete the following table:

Phase	Dollar Figure Not to Exceed Quote
1. Conceptual Design	
2. Final Design	
3. Construction RFQ Development	
4. Construction Competitive Bid Administration	
5. Construction Observation	

Relevant notes regarding the above figures:



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Current contracted hourly rate schedule (for reference only):