

**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES TO
PREPARE A FEASIBILITY FOR A HIGHWAY GARAGE AND SALT
STORAGE FACILITY FOR THE TOWN OF AMENIA**

**Proposals Due
June 1, 2022
1:00 pm**

SUBMIT PROPOSALS TO:

**TOWN OF AMENIA
TOWN CLERK
4988 ROUTE 22
AMENIA, NY 12501**

**REQUEST FOR PROPOSALS
RFP-TOA-04-2022**

**TO PREPARE A FEASIBILITY ANALYSIS AND CONCEPT PLAN A
HIGHWAY GARAGE AND SALT STORAGE FACILITY**

1.0 INTRODUCTION

The Town of Amenia, New York (herein after referred to as the “Town”) is seeking to retain a qualified engineer, architect, or landscape architect to prepare a feasibility study and concept plan for a new highway garage and salt storage facility on Town owned land off New York State Route 22. The feasibility study will be the first step leading to the formulation of construction plans, specifications, and cost estimates; assist with SEQRA review; and provide construction support and associated contract administration and inspection services. Once the feasibility study is complete, the Town will seek proposals for design. When design is complete, the Town will seek competitive proposals to implement construction. The project, entitled “Feasibility Study and Concept Plan for a Highway Garage and Salt Storage Facility,” involves the development of a feasibility analysis and concept plan for a new public works facility on newly acquired Town property, including a town highway garage and salt storage facility. (See attached site map.) The Town seeks to develop feasibility study and concept plan working with the successful engineering consultant while keeping the public informed, engaged, and involved in the concept plan development.

2.0 BACKGROUND

The Town of Amenia encompasses approximately 43 square miles in the northeastern part of Dutchess County and has a population of approximately 4,436 residents. The Town's name is derived from the Latin word, amoena, which means "pleasant to the eye." Amenia boasts an array of land uses which vary from, among others, large areas of open space, agricultural land, resort development and a variety of mixed-uses found in the hamlet. Additional information regarding the Town of Amenia can be found on its website at <http://www.ameniany.gov/>

3.0 SCOPE OF SERVICES

The Town desires that this project shall consist of the development of a feasibility study and concept plan leading to a design and construction. The feasibility study would conceptually show a site layout, analysis of salt storage, along with building size and capacity. The Town does not currently have a construction budget for this project. The Town is seeking proposals from qualified engineers, architects, or landscape architects, to assist in developing a plan and to gain an understanding of the expected construction budget.

The feasibility analysis should include a preliminary construction budget. The Town desires the development of a design plan for a new public works facility on newly acquired Town property, including a town highway garage and salt storage facility. The Town anticipates that the highway garage would most likely be a pre-engineered metal building, but all feasible options will be considered. The Town is seeking recommendations from professionals regarding site considerations. The Town seeks a highway garage with at least six bays and one drive through bay. The Town envisions a building constructed with metal but would consider all feasible options. The Town does not have specific square footage requirements. However, Amenia is similar to other neighboring communities. Another area highway garage design, for example, was 110 ft X 52 ft, for a total of 5,720 sq ft. The salt storage facility would most likely be constructed of wood, but the Town would rely on professional advice depending upon site conditions. The Town maintains 30.83 miles of Town roads. The Town is seeking proposals for an appropriately sized salt shed constructed of durable materials. Engineering services will be administered by the Town Supervisor or her designee. In addition, the awarded vendor's responsibilities would include without limitation:

3.1 Project Familiarization:

The Town will provide the awarded vendor with the following information, as available:

- The Town will be available to answer any questions about the project and the project area.
- The Town will provide information pertaining to other relevant projects or developments in the Town, and will share the information and post updates on the Town's website.
- Other relevant documents pertaining to the project.

3.2 Design Criteria

The awarded vendor will identify the applicable design standards to be used for this project, and will establish project-specific design criteria. The Town will approve the selected project design criteria.

3.3 Cost Estimates

The Awarded Vendor will develop, provide and maintain a site layout plan and building concept plans along with preliminary construction cost estimates.

The Awarded Vendor will update the estimate periodically and as necessary to incorporate significant design changes.

3.4 Environment

3.4.1 SEQRA Classification

The Awarded Vendor will assist the Town in complying with SEQRA (6 NYCRR Part 617). The Town is the Lead Agency. Awarded Vendor tasks include, but are not limited to:

- drafting Environmental Assessment Form
- drafting a negative/positive declaration, as required; and
- drafting notices

3.4.2 Screenings and Preliminary Investigations

The Awarded Vendor will screen and perform preliminary investigations to determine potential impacts resulting from the potential design for:

- General Ecology and Endangered Species
- Ground Water
- Surface Water
- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- Coastal Zone Management
- Navigable Waterways
- Historic Resources
- Parks
- Hazardous Waste
- Asbestos
- Lead
- Noise
- Air Quality
- Energy
- Farmlands
- Visual Impacts
- Critical Environmental Areas

3.5 Permits and Approvals

The Awarded Vendor will identify all applicable permit(s) and certification(s), that may be required ultimately for a construction project of this magnitude.

3.6 Detailed Feasibility Analysis and Concept Plan

The Awarded Vendor will prepare a feasibility analysis and concept plan. The package will include:

- Site plan.
- Building concept plans.
- Building size and capacities.
- Preliminary cost estimates.

The Awarded Vendor will submit the contract documents to the Town for approval.

3.7 Cost Estimate

3.7.1 The Awarded Vendor will develop, provide, and maintain the preliminary design and construction cost estimates for the project.

3.7.2 The Awarded Vendor will update the estimate periodically and as necessary, and will develop and provide the preliminary cost estimates, including all quantity computations.

3.8 Utilities

The Awarded Vendor will identify utility companies that would be involved with a construction project such as this, and identify any permanent or temporary relocation of utility poles and appurtenances or necessary infrastructure investments needed for project implementation. The Awarded Vendor will assist the Town in preparing any necessary arrangements with utility companies.

3.9 Information Transmittal

Upon completion of the contract documents, the Awarded Vendor will transmit to the Town all project information, including electronic files. The electronic information will be in the format requested by the Town.

3.10 Project Meetings

The Awarded Vendor will prepare for and attend meetings as directed and/or requested by the Town. Meetings may be held to:

- present, discuss, and receive direction on the progress and scheduling of work in this agreement;
- present, discuss, and receive direction on project specifics;
- discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies;

- preview visual aids for public meetings; and
- manage subconsultants and subcontractors

The Awarded Vendor will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date

3.11 Invoice and Progress Reporting

For the duration of this agreement, the Awarded Vendor will prepare and submit to the Town on a monthly basis a Cost Control Report, a Progress Report, and a invoicing in a format approved by the Town.

- 3.12.1** Generate monthly invoices based on actual work load pursuant to customary record keeping practices denoting time allotted per task.
- 3.12.2** Develop and maintain good working relationships with other Town departments, other jurisdictions and the public.
- 3.12.3** Assist the Town Code Enforcement Officer with code interpretation.
- 3.12.4** Answer public inquires by telephone, mail, email or in person at public meetings regarding this project.

3.13 Determination of Existing Conditions

The Awarded Vendor will determine, obtain or provide all information needed to accurately describe in pertinent project documents the existing conditions within and adjacent to the project limits.

4.0 SITE VISIT

It is strongly recommended that all interested firms examine the project area prior to submitting a proposal to become familiar with the geographical and physical conditions of the project location.

5.0 PROJECT TIMELINE

Please see the following anticipated project timeline, kindly note, this list is not all inclusive:

June	2022	Select Firm and execute contract.
July	2022	Hold public meeting with selected firm.
August-Oct.	2022	Prepare feasibility study.
November	2022	Present feasibility study to Town Board.
February	2023	Hold second public meeting on concept plans.
March	2023	Finalize concept plans and cost estimates.

6.0 QUALIFICATIONS AND EXPERIENCE

Proposers interested in being considered shall demonstrate that they or their firm possesses the appropriate resources and experience necessary to perform the requirements of the RFP, adequate skills & facilities, and a satisfactory record of experience related to the tasks outlined in the RFP.

7.0 PROPOSAL REQUIREMENTS

This RFP is intended to provide interested engineering firms with an opportunity to demonstrate their qualifications for this project.

- 7.1 Experience of Individual/Firm with Similar Projects – include a brief description of work done by the individual/firm on similar projects, indicating scope, fees, construction cost, location and client information.
- 7.2 Qualifications, and Availability of Key Personnel – include a staffing table, resumes for key staff members proposed for the project, and discuss their availability for this assignment.
- 7.3 Submission of a signed, completed Proposer Information /Acknowledgement Form attached at the end of this Request for Proposals must be included with your proposal submission.
- 7.4 Time of Performance: Indicate when the individual/firm will be available to begin work.

8.0 ALTERNATIVES

Firms may include in Proposals items not specified in this RFP which it would consider relevant to the services to be provided under the proposed contract. All such alternatives must be listed separately from the Proposal and the fees and/or costs associated therewith must be separately stated and itemized.

9.0 EVALUATION PROCESS

- 9.1 Proposals will be evaluated by the Town Board. The Town Board shall review and evaluate each of the proposals using the criteria described in this RFP.
- 9.2 The Town of Amenia reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process.
- 9.3 The Town of Amenia reserves the right to reject any or all proposals or parts of proposals.
- 9.4 The Town of Amenia may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking.

10.0 EVALUATION CRITERIA

10.1 Proposals will be screened for completeness and compliance with the specifications contained herein.

10.2 Every proposal submitted will be reviewed in accordance with the following criteria:

- Project Understanding & Approach . 30%
- Experience of Firm/Individual with Similar Projects. 30%
- Qualifications and Availability of Key Personnel. 20%
- Familiarity with Town, County, State and Federal laws, guidelines and procedures as applicable to this project. 10%
- Cost. 10%

11.0 AWARD

The Town Board reserves the right to accept or not accept any or all proposals received in response to this RFP, or to cancel in whole or in part this RFP, if determined by the Town of Amenia Town Board to be in the Town's best interest. The Town also reserves the right to award to multiple firms responding to this RFP, if it is in the best interest of the Town.

The Town of Amenia reserves the right to accept any submittal and/or parts thereof and/or to reject any and all submissions, or to waive any irregularities in the submissions if it is determined to be in the best interest of the Town of Amenia.

The issuance of this RFP does not bind the Town of Amenia to award any contract, or to pay any costs incurred by prospective consultants in the preparation of proposals responding to this RFP.

The award of a contract is contingent upon the successful execution of the formal contract agreement.

12.0 CONTRACT

12.1 Insurance

The awarded firm will be required to enter into a formal contract agreement with the Town of Amenia. Insurance certificates must be submitted and approved by the Town of Amenia before the contract can be fully executed. The Town of Amenia may reject any proposal based upon proposed amendments to its standard contract.

12.2 Term

The contract term will begin upon successful execution of the formal contract between the Town of Amenia and the Awarded Vendor. It is anticipated that the concept plans for

the highway garage and salt storage shed shall commence on or around July 2022 and end March 2023. The Town anticipates that final concept plan will be complete by February 2023 and advertising for RFPs for design plans will be advertised in the Spring of 2023.

14.0 OWNERSHIP OF WORK PRODUCT

All work products including digital forms produced or created by the vendor as a result of or related to the performance of work or services under this RFP proposal will be the property of the Town of Amenia.

All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the Respondent submitting the proposal. The Town of Amenia will not be responsible for any expenses in the preparation and/ or presentation of the proposal.

15.0 QUESTIONS

Submit questions pertaining to this RFP by email to Dawn Marie Klingner at dmklingner@ameniany.gov no later than 3:00pm on Monday, May 30, 2022. All answers to the submitted questions will be posted as an addendum on the town's website.

PROPOSERS MUST CHECK THIS WEBSITE REGULARLY FOR ADDENDUM, WHICH MAY INCLUDE CHANGES TO THE RFP SPECIFICATIONS.

16.0 SUBMISSION REQUIREMENTS

13.1 See Proposal Submission Checklist for additional submission requirements.

13.2 Proposers must submit one (1) original, plus five (5) copies, plus one (1) digital copy (on CD, DVD or USB drive, as a single pdf document) of their Proposal and send to:

**Dawn Marie Klingner
Town of Amenia
Town Clerk
4988 Route 22, Amenia NY 12501**

Proposals must be received no later than 1:00 pm on June 1, 2022

Label outside mailing envelope Proposers shall indicate, on the outside of their sealed proposal, the following information:

- 1. PREPARE FEASIBILITY STUDY AND CONCEPT PLAN FOR A HIGHWAY GARAGE AND SALT STORAGE FACILITY.**
- 2. RFP-TOA-04-2022**
- 3. June 1 at 1:00 PM**
- 4. <Company Name>**

ATTENTION VENDORS

If you find that you are not interested in bidding/quoting this particular project, **please fill in this sheet and return it to:**

Town of Amenia
Town Clerk
4988 Route 22
Amenia, NY 12501

We are very interested in learning why you do not bid.

PROPOSAL #: **RFP-TOA-04-2022**
TITLE: **ENGINEERING SERVICES TO PREPARE A FEASIBILITY ANALYSIS AND CONCEPT PLAN FOR A HIGHWAY GARAGE AND SALT STORAGE FACILITY**

VENDOR NAME _____
CONTACT _____
ADDRESS _____
PHONE _____ FAX _____

For purposes of facilitating your firm's response to our request for proposal the Town of Amenia is interested in hearing reasons for failure to respond. If your firm is not responding please indicate the reason by checking all appropriate items below and returning this form to the address above.

WE ARE NOT RESPONDING BECAUSE:

- Items and/or materials requested are not manufactured by us or are not available to our company.
- Our items and/or materials do not meet your specifications
- Specifications are not clearly understood or applicable too vague too rigid
- Quantities too small
- Other _____

INSTRUCTIONS AND INFORMATION**Read all documents contained in the proposal specifications.**

- Sealed proposals for **ENGINEERING SERVICES TO PREPARE A FEASIBILITY ANALYSIS AND CONCEPT PLAN FOR A HIGHWAY GARAGE** will be received in the Town of Amenia, Town Clerk, 4988 Route 22, Amenia, New York 12501, on or before **1:00 p.m., June 1, 2022**. Specifications and proposal forms are attached hereto.
- The Town of Amenia official bid documents are obtained from the Town Clerk's Office for a fee of \$25.
- Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications.** It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.
- Proposers shall indicate, **on the outside of their sealed proposal**, the following information:
 1. **ENGINEERING SERVICES TO PREPARE A FEASIBILITY ANALYSIS AND CONCEPT PLAN FOR A HIGHWAY GARAGE AND SALT STORAGE FACILITY FOR THE TOWN OF AMENIA**
 2. **RFP-TOA-04-2022**
 3. **June 1, 2022 at 1:00 PM**
 4. **<Company Name>**

Failure to do so may result in rejection of the proposal as being unresponsive.

- **The following forms are necessary to be submitted as a proposal, as well as any additional forms requested in the detailed specifications:**
 1. **Proposer Information/Acknowledgement Form**, completed, signed and dated.
 2. **Non-Collusion Affidavit**, completed, signed and dated.

Proposers must submit one (1) original, plus five (5) copies, plus one (1) digital copy (on CD, DVD or USB drive, as a single pdf document) of their Proposal, unless otherwise stated in the specifications. The original **must be clearly marked**. All proposals must be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by white out or cross out and have not been initialed and/or dated will be rejected as unresponsive.

- No Proposer may withdraw a proposal within one hundred and twenty (120) days after the actual date proposals are due.

- Should the proposer find discrepancies or omissions in the specifications, he/she shall notify the Town Supervisor, at once. The Town Supervisor will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any Proposer by any person or persons.
- The Town Supervisor, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum and posted on the Town's website.
- Written questions and inquiries concerning this Request for Proposals shall be submitted to Dawn Marie Klingner at dmklingner@ameniany.gov **on or before the date and time stated in the bid documents.** Verbal questions will not be entertained.
- The Amenia Town Board reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Town of Amenia.
- The Town of Amenia reserves the right to award to single or multiple vendors, in whole or in part, by item, by class, by category, or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town of Amenia.
- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Town of Amenia, based on, but not limited to:
 - a. Approach to the project.
 - b. Experience in meeting the needs of the project (examples should be submitted with the proposal).
 - c. Experience working with other entities (references must include client name, contact person, phone number and description of project).
 - d. Ability to provide services in a timely manner, meeting established project deadlines, including a strategy of key activities and ability to meet target schedule.
 - e. Proposed cost.

And who has demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance in the trade is established as satisfactory, and whose financial status is such to provide no risk to the Town of Amenia in its contractual relations.

- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Town of Amenia, State of New York.
- A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town of Amenia.
- All or any department within the Town of Amenia may participate in this contract. Each ordering agency shall be invoiced directly for their orders and shall receive shipments at their designated locations.

- Prior to any vendor receiving payment for goods and/or services rendered, the Town of Amenia requires that all vendors have a current completed IRS form W-9 on file with the Town of Amenia Bookkeeping Department.
- A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The Town's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
- By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law
- **GRIEVANCE AND PROTEST PROCEDURES:**
 1. Any protest to the Town of Amenia's consideration of any bid must be submitted in writing and received by the Supervisor of the Town of Amenia no later than five (5) calendar days after the bid award. A written reply to the protest will be sent to the protesting bidder by the Supervisor of the Town of Amenia.
 2. The protest must contain:
 - Identification of the statute or procedure that is alleged to have been violated;
 - A precise statement of the relevant facts;
 - Identification of the issues to be resolved;
 - Aggrieved party's argument and support documentation.

Any notice of protest received after the deadline will not be considered.

PROPOSAL SUBMISSION CHECKLIST

Proposal #RFP-TOA-04-2022

ENGINEERING SERVICES FOR DESIGN PLANS FOR A HIGHWAY GARAGE AND SALT STORAGE FACILITY

Company Name: _____

This proposal submission checklist MUST be completed and submitted with Proposal response, to assure compliance with all required documentation. Proposers who fail to provide all of the following items, may be deemed as non-responsive:

Proposer's Submission Includes the following:

<input type="checkbox"/>	Completed Proposal Submission Checklist (this document).
<input type="checkbox"/>	Documentation to completely satisfy all items outlined in Section 7.0.
<input type="checkbox"/>	Acknowledgement of Addenda (if applicable)
<input type="checkbox"/>	Completed and signed Proposer Information/Acknowledgement Form.
<input type="checkbox"/>	Completed and signed Non-Collusion Affidavit Form.
<input type="checkbox"/>	<p>One (1) original plus five (5) copies plus one (1) digital copy (on CD, DVD or USB drive, as a single pdf document) of the entire Proposal Submission must be sent in a sealed envelope clearly marked proposers <u>shall</u> indicate, <u>on the outside of their sealed proposal</u>, the following information:</p> <ol style="list-style-type: none">DESIGN PLANS FOR A HIGHWAY GARAGE AND SALT STORAGE FACILITYRFP-TOA-04-2022June 1 at 1:00 PM<Company Name>

THIS FORM MUST BE INCLUDED IN PROPOSAL SUBMITTAL. IF NOT INCLUDED, PROPOSER MAY BE DEEMED NON-RESPONSIVE.

Town of Amenia

PROPOSER INFORMATION/ACKNOWLEDGEMENT FORM

The undersigned, having carefully examined the appropriate specifications, #RFP-TOA-04-2022 dated April 21, 2022, does hereby agree to furnish and deliver to the Town of Amenia, Amenia, New York, the services required at the price(s) indicated:

Full Legal Name of
Company Submitting Proposal: _____

Street Address: _____

Mailing Address: _____

City/State/Zip: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: () _____ Fax Number: () _____

E-Mail Address: _____ Web Address: _____

Federal ID Number: _____

Name of Authorized Official Submitting Proposal:

(Please Print or Type)

Signature of Authorized Official Submitting Proposal:

Date: _____

NOTE: By signing and submitting this proposal for consideration by the Town of Amenia, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

**Non-Collusion Affidavit
#RFP-TOA-04-2022**

FOR

**A FEASIBILITY STUDY FOR A HIGHWAY GARAGE AND SALT STORAGE
FACILITY**

As required by Section 103-d of the New York State General Municipal Law, the bidder certifies under the penalties of perjury that:

(a) "By submission of this, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

Signed _____

By _____
(President)

Dated _____

Bid submitted by: Name: _____

Address: _____

Phone: _____

Fax #: _____

Email: _____

Filter Searches by Area of Interest
Town of Amenia

Map Components

- Aerial
- Parcel Text
- Terrain
- Address #
- Flood Areas
- Wetlands

Identify

Measure

Address Lists

Parcel Owner Address

Buffer(ft): 100

LOT NUMBER: 823855

130000	0000	00	000000	0000
swis	section	block	lot	suffix

This search is within:
Town of Amenia

GO

PARCEL IDENTITY
(Internet)
FINAL ROLL

Parcel Number:
132000-7064-00-823855-0000

Parcel Address -
Route 22
Amenia

Owner Name:
Town of Amenia , (Primary)

Primary (P) Owner Mailing Address
4988 Route 22
Amenia NY 125010000

Lot Size | Land Use (Land Use Code):
5 AC (S) | Rural vac<10 (314)

Assessment Information:
Land = \$79000 | Total = \$79000

Market Value:
\$79000

School District:
Dover Union Free SD

Agricultural District:

Roll Section:
8
(Wholly Exempt)

Tax Code:

The following detailed information is available for this parcel:

[Full property card](#)

[Print Dimensions \(No Aerial\)](#)

Historical Aerials (1936 to present):

[AerialAccess](#)

Historical Resource Survey from 1986

[HRS Link](#)

(Note: This may not be a historical parcel, this is just a link to the HRS application)

Select a Scale

