

# Town of Shandaken Request for Proposals

## Project Description and Preliminary Scope of Work

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The Town of Shandaken is soliciting proposals from qualified engineering and planning firms for assistance in the following:

### Project Description

Assist the Town of Shandaken in multiple existing and forthcoming projects and future unidentified projects involving planning, engineering and construction components.

### Completion Date

Work will be evaluated annually and reappointment will be at the discretion of the Town.

### Scope of Work

Professional services required are likely to include:

- Assist Town with identified and future FEMA projects
- Assist NY Rising Committee on identified projects
- Assist Shandaken Flood Group (SAFARI) on identified Flood Mitigation Projects and Ordinances
- Assist Town Planning Board with review and possible revisions to existing Town Code
- Assist Town Planning Board with review and possible revisions to existing Comprehensive Plan
- Survey work including land elevations
- Detailed Construction plans illustrating depths, lengths and materials needed
- Detailed estimates of costs for both materials and construction

**Other:** 1) The successful firm **must** have familiarity with HEC-RAS modeling, GIS mapping, Flood Insurance Issues (FEMA, NFIP, CRS, mapping) and previous experience with the NYS DEC, NYC DEP, Army Corps of Engineers, USDA-NRCS.

## Submittal Content

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The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. Please highlight projects illustrating work within the Catskill Forest Preserve and the New York City West-of Hudson Watershed. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name and address of the lead firm as well as the name and addresses of the other firms with which you worked.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate but not required.
- **Costs.** Provide a schedule of the hourly rate of each person who would be working on this project and set forth a detailed description of any other costs, disbursements and expenses that would be charged to the town by the firm.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.

- **Project Schedule.** Provide a schedule of past general projects and activities indicating the duration of each activity and of the total project, including a schedule of Personnel assigned to project. The schedules should reflect actual activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

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### **Additional Information**

Questions regarding the project may be directed to Supervisor Robert A. Stanley at:

Town of Shandaken  
 P.O. Box 134, Shandaken, New York 12480  
 (845) 688 – 7165  
 shandakensupervisor@yahoo.com

The following may be requested from, or viewed at, Town offices at 7209 Rte. 28, Shandaken, NY 12480,

- Town Map
- Town Zoning Maps
- Town Flood Maps (including new preliminary maps)
- Town Infrastructure Maps (including water districts)
- Town Codes
- Other pertinent material (as requested)

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### **Submittal Deadline**

Seven copies of the proposal must be received no later than 12:00 p.m. on March 10, 2014 at the Town Clerk's Office, Town of Shandaken, 7209 Rte. 28, Shandaken, NY 12480. Proposals received after the deadline will not be considered.

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### **Selection Process**

Proposals will be ranked based on the factors set forth below and the Town of Shandaken Town Board, in its discretion, may choose to interview several of the top ranked firms or it may reject all of the applicants. However, at its discretion, the Town of Shandaken may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule
- References
- Cost Proposal
- Responsibility/capability to complete the work as required

A selection committee appointed by the Town of Shandaken will assist with firm evaluations and make recommendations to the Town Board of Shandaken who will make the final selection. The Town of Shandaken expects to evaluate proposals at a Special Town Board meeting scheduled for 1:00pm on Monday, March 10, 2014 and in due course, will provide written notification to the awarded firm. The Town of Shandaken reserves the right to reject any and all proposals.

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### **Equal Opportunity/ Affirmative Action Employer**

All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.