

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

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

Project Description

Create construction design plans and estimate costs to construct the recommended municipal drinking water system improvement to complete the "High Street Loop" for the Phoenicia Water District in the Hamlet of Phoenicia NY.

Completion Date

The required completion date of this project is September 21, 2012.

Scope of Work

Professional services required are likely to include:

Survey work including land elevations

Detailed Construction plans illustrating depths, lengths of run and materials needed

Detailed estimate of costs for both materials and construction

Other: The successful firm must comply with all applicable funder requirements.

Submittal Content

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. 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.

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 general project activities indicating the duration of each activity and of the total project, including a schedule of Personnel to be assigned to project. The schedule should reflect realistic activity durations.

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

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

supervisor@shandaken.us

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

Submittal Deadline

Seven copies of the proposal must be received no later than 12:00 p.m. on August 20, 2012 at the Town Clerk's Office, Town of Shandaken, P.O. Box 67, 7209 Rte. 28, Shandaken, NY 12480. Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on qualifications and the Town of Shandaken in its discretion may choose to interview several of the top ranked firms. 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 and select a firm at a Special Town Board meeting scheduled for 1:15pm on Monday, August, 20, 2012 and will provide written notification to the awarded firm. The Town of Shandaken reserves the right to reject any and all bids.

Equal Opportunity/ Affirmative Action Employer

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