

RFP & NYS CONTRACT REPORTER INSERTION FORM

Agency: Town of North Greenbush
Office: Town Comptroller
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Phone: (518) 283-3525 Ext. 19
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Category 01 NYSDOT PINS 1089.75 and 1089.76

Project or Contract Title: NYS Route 4 Improvements

Preliminary and Final Design, and Construction Inspection and Support for **1) Pedestrian Improvements along NY 4 (PIN 1089.75); 2) NY 4 at Bloomingrove Road Intersection Improvements & NY4 from NY43 to Sunset Road (PIN 1089.76)** in the Town of North Greenbush in the County of Rensselaer.

Description of Goods or Services to Be Bid:

Notice is hereby given that the Town of North Greenbush is seeking to retain an engineering firm to provide preliminary and final design services and construction inspection and support services for two Federally funded projects located in the Town of North Greenbush in the County of Rensselaer. PIN 1089.75 involves the provision of pedestrian improvements along NY4 and PIN 1089.76 involves improvements to NY4 and Bloomingrove Road intersections and improvements to NY4 between Rt. 43 and Sunset Road. All work will be designed to AASHTO specifications and the NYSDOT Standard Specifications (Construction and Materials). The selected consultant team may also be asked to assist with other transportation projects in the NY 4 corridor.

Preliminary design will include, but not be limited to: Preparation of the design approval document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), topographic survey and mapping, evaluation of cost and environmental factors, and preparation for attendance and participation at public informational meetings, and/or hearings.

Final design will include, but not be limited to: Highway design, development and design for public utilities, maintenance and protection of traffic during construction, and preparation and submission of final plans, specifications and estimate (PS&E) for the project. Coordination with abutting property owners as necessary may also be required.

Construction support will include, but not be limited to: Providing technical support during construction on questions relating to the design, and providing assistance in construction bid proceeding, analysis of bids and review of shop drawings, if necessary.

Construction inspection will include, but not be limited to: Providing on-site construction inspection and oversight regarding the quality of construction and conformity with the final plans and specifications, and preparation of as-built plans.

The anticipated start date of preliminary design is June 2017 with the letting expected to be held in April 2018 and construction completed October 2019. The anticipated total project costs are as follows:

<u>PROJECT</u>	<u>COST</u>
1) Pedestrian Improvements along NY 4 (PIN 1089.75)	\$1,200,000
2) NY 4 at Bloomingrove Road Intersection Improvements & NY4 from NY43 to Sunset Road, (PIN 1089.76)	\$2,625,000

The Town of North Greenbush will select the most highly qualified firm according to the following criteria:

CRITERIA	WEIGHT
Understanding of work to be done	25 % % % % % % %
Experience with similar kinds of projects and/or work	15 %
Familiarity with Federal and State requirements and LAFAP	20 %
Logistics and familiarity with the project area	25 %
Quality of staff for work to be done	15 %

Expression of Interest (EOI)

Interested firms should submit five copies of their Expression of Interest (EOI) to the address below no later than 4:30 p.m. on Friday, March 10, 2017. An EOI consists of the Federal General Services Administration (GSA) standard form SF-330 or a similar format providing the kinds of information as requested on the SF-330.

Form SF-330 Special Notes

The instructions for completing the SF-330 are provided on pages 1 to 6 of the form. Additional pages may be used to provide information requested in the various sections of the form. In no case, must the number of additional pages exceed 10. Each side of a two-sided page will count as a separate page. If more than 10 pages are included, those beyond the 10th will be removed. An organizational chart is not required.

Additions and Modifications to Form SF-330

Section E, resumes of Key Personnel Proposed for this Contract.

The proposed project team should include only those full time employees currently employed as of the date of the EOI. Part-time personnel, personnel not employed as of the date of the EOI or personnel used on an "as needed" basis should not be counted here, but may be included in subsequent presentations.

Specific project experience must also include the date when the experience occurred. Individuals listed who are not currently employed by the responding firm must be identified as such. The starting date of employment must

be given for individuals employed less than one year with the firm. Resumes of key individuals should be limited to a single (one sided) page.

Section F, Example Projects Which Best Illustrate proposed Team's Qualifications for This Contract

This section of the submission should describe the organization of proposed project staff indicating the role of each key individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the criteria that will be used to evaluate this submission.

This section of the EOI may include pictures or graphics relative to the text. The use of non-glossy color graphics is permitted. Graphics or photos must be printed on the page and may not be otherwise attached. Pages with text, pictures or graphics, etc. on both sides of the page count as two pages.

Section H, Additional Information

A brief description of a proposed project approach and schedule may be included in this section. Statements which address selection criteria to be used to evaluate the submission, but are not covered by the information requested in other sections of the SF-330 should also be included in this section.

Special Project Requirements: The selection and retention of a consultant will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the Town of North Greenbush during negotiations. The top ranked firms may be requested to prepare and give oral presentations before the selection committee. Disadvantaged Business Enterprises (DBE's) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit DBE subconsultants as part of their team.

Designated firms must submit proof of authority to practice engineering and land surveying in NYS immediately upon designation.

Subconsultants, subcontracting and/or joint ventures are permitted.

DBE Goal is 0%.

Proposal Due Date: March 10, 2017 by 4:00 pm
Anticipated Selection Process Completion Date: May 12, 2017
Contract Term: June 1, 2017 to March 31, 2020

Location where goods are to be delivered or service performed: Town of North Greenbush, Rensselaer County, New York

For more information contact:

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2 Douglas Street
Wynantskill, NY 12198
T 518-283-3525 Ext. 19

Submit proposals to:

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