

**TOWN OF LANCASTER, NEW YORK**

**REQUEST FOR QUALIFICATIONS**

**RFQ**

**TO PROVIDE: Professional Architecture/Engineering Services for various projects in the Town of Lancaster.**

**INTRODUCTION**

The Town of Lancaster, New York is currently seeking Qualification Statements from qualified Architecture/Engineering Firms interested in providing Professional Services for various projects in the Town of Lancaster, NY. Proposers interested in providing their services are invited to respond to this request.

The Town may solicit qualifications for design and construction services in support of the Town's capital plan, various maintenance and rehab activities and volunteer committee requests. The intent of this request is to pre-qualify firms to minimize individual project based RFQ solicitations while providing efficient and effective project delivery to the residents of Lancaster.

It is the Town's intent to select the most qualified and request proposals as needed that provide the best solution and team of professionals for the Town's needs.

**PROPOSAL CONDITIONS**

The Town reserves the right to amend this RFQ. The Town reserves the right to reject any or all of the qualifications, or any part thereof, submitted in response to this RFQ, and reserves the right to waive informalities, if such action is deemed to be in the best interest of the Town. The Town reserves the right to request additional information from any proposer.

This RFQ is not intended and shall not be construed to commit the Town to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The Town will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

**A. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. A total of 30 pages are to be submitted. If printed on both sides, will count as 2 pages.
2. Nine (9) copies shall be submitted. Qualifications MUST include a signed Proposer Certification (Attachment A). Qualifications without a signed certification will be rejected.

3. Submission of the qualifications shall be directed to:

Town Clerk  
Town of Lancaster  
21 Central Ave.  
Lancaster, NY 14086

All qualifications must be delivered to the above office on or before January 15, 2019 12:00PM. Qualifications received after the above date and time will not be considered. The Town is under no obligation to return qualifications.

4. Requests for clarification of this RFQ must be written and submitted to Edward Schiller, PE, Wm. Schutt & Assoc., 37 Central Ave., Lancaster, NY 14086 or [eschiller@wmschutt.com](mailto:eschiller@wmschutt.com) no later than December 28, 2018. Formal written responses will be distributed by the Town on or before January 8, 2019. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE TOWN, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. No submittal will be accepted from nor any agreement awarded to any firm that is in arrears upon any debt or in default of any obligation owed to the Town. Additionally, any firm that has failed to satisfactorily perform pursuant to any prior agreement with the Town will not be considered.

#### **SCOPE OF PROFESSIONAL SERVICES**

The scope of the professional services for each task order will be project specific. Individual project scopes will be developed collaboratively during the Task Order initiation. The Town has segmented the work and the potential award of the task order contracts into the following specific project categories:

1. Facilities Design and Construction – projects will include but not be limited to the study, design and/or construction relating to the rehabilitation of Town owned buildings and facilities. This category will include architectural, civil, MEP and historic preservation work.
2. Environmental Study, Design and Construction – project will include but not be limited to the study, design and construction of remediation projects (most likely hazardous building materials), underground and aboveground PBS and CBS, Phase I/II investigations and wetland delineations.
3. Traffic Engineering and Analysis – projects will include but not be limited to a variety of traffic studies, warrant analyses and may also include independent technical reviews of developer submitted traffic studies. Projects may also entail corridor studies and preparation of conceptual plans.
4. Highway & Bridge Design – project will include but not limited to the study, design and/or construction relating to the rehabilitation to Town owned roadways, bridges, and culverts.

The Town will entertain firms submitting for up to 2 of the categories.

## **REQUIRED CONTENT**

### **A. Qualifications**

- 1) State clearly whether your main office/parent firm is currently licensed as an individual, partnership or corporation to perform professional engineering/architecture in New York State. (If not licensed in New York State, please advise how you propose to execute an agreement as a licensed New York State firm.) Indicate if this would be a joint venture proposal with another professional organization. The reasons for a joint venture should be presented.
- 2) State any potential conflicts of interest. Include any employment or other relationship your firm has with any town office holder, board member, employee or regulating agencies, or any other entity which may be perceived as conflict of interest. Explain why any such potential conflicts of interest would not impact any project.
- 3) State the number of employees in the firm – If a branch office will perform work, indicate the size of the branch office. Also indicate how size of firm would relate to performance.
- 4) State the location (municipality) of the design team you would assign to any project. If more than one design team is proposed or if design team support is to be provided by another office, please explain. Provide an organization chart and resumes.
- 5) Indicate the percent of minority personnel both at the firm level and on the project team. Females, if identified as minority, must be listed as technical or clerical.
- 6) List any current or anticipated obligations which may affect your firm's performance or use of the identified personnel proposed for this project.

### **B. Expertise/Experience**

- 1) Indicate which of the two project categories for which your firm should be considered for pre-qualification. Present your special expertise for the project category and how your firm's qualifications would best serve the Town. Note how this expertise suits the needs of the Town for this particular category.
- 2) Indicate what professional or technical subcontractors you would utilize for the category that may enhance your firm's ability to deliver the wide array of services that may be required under an assignment. Indicate where the subcontractors are located and what services they would provide. Recite any experience or familiarity of the subcontractors which is pertinent to the specific requirements of a category and the basis of your confidence in their ability to perform. If your firm possesses specialty capabilities which allows work normally subcontracted to be performed in-house, present this information here.
- 3) Recite a list of no more than five similar projects for each of the two project categories within the last five years giving the size of the project in dollars, the client, including the name and phone number of the person to whom you were accountable, what other

agencies were involved and if the project was constructed or otherwise completed. If constructed, provide the original contract price and total of Change Orders during construction.

- 4) Recite current and past work experience within the last five years if any, your firm has had with the Town. Identify the Town Department(s) for which the services were provided and the project title.
- 5) Disclosure of any Past Town Employees – Indicate any personnel (either as an employee or through a contractual relationship) who, within the last year prior to the date of this submittal, had been employed by the Town. Also, indicate that person’s Town work title and the Department for which he/she worked. If any, an explanation of the significance of the employee on the project should be presented.

**C. Hourly Rate Schedule**

Any project will encourage maximum, not-to-exceed fees based on project category and type of work (office or field work). The Fees shall be determined based on an estimate of required hours for each staff. Please provide the Hourly Rate Schedule by Title that would be utilized.

**D. Proposer Certification**

Qualifications without of signed Proposer Certification will be rejected (Attachment A).

**EVALUATION**

The following criteria, not necessarily listed in order of importance, will be used to review the qualifications. The Town reserves the right to weigh its evaluation criteria in any manner it deems appropriate; however.

- Firm’s demonstrated capability to provide the required services.
- Evaluation of the professional qualifications, personal background and resumes of individuals involved in providing services.
- Firm’s experience to perform the proposed services.
- Evaluation of the firm’s hourly rates. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the firm has submitted a complete and responsive submittal as required by this RFQ.
- The firm’s existing commitments

Firms MUST sign the Certification attached hereto as Attachment “A”. Unsigned qualifications will be rejected. Firms may be required to give an oral presentation to the Town to clarify or elaborate on the written submittal. No submittal will be accepted from nor any agreement awarded to any firm that is in arrears upon any debt or in default of any obligation owed to the Town. Additionally, no submission will

be accepted from any firm that has failed to satisfactorily perform pursuant to any prior agreement with the Town.

**SELECTION**

All qualifications, timely received and complete, will be evaluated and ranked by selection committee comprised by the Town. The evaluation is based on the written qualifications using a numerical score sheet related to the questions posed. Interviews most likely will not be conducted, but may be called where determined to be appropriate for the evaluation.

**NON-COLLUSION**

The firm, by signing the submittal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the Town of Lancaster, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Town employee, officer or official.

**CONFLICT OF INTEREST**

All firms must disclose with their qualifications the name of any officer, director or agent who is also an employee of the Town of Lancaster. Further, all firms must disclose the name of any Town employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates. There shall be no conflicts in existence during the term of any contract with the Town. The existence of a conflict shall be grounds for termination of a contract.

**COMPLIANCE WITH LAWS**

By submitting, the firm represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of qualifications, selection of proposers and the award of contracts are subject to provisions of all federal, State and Town laws, rules and regulations.

**ATTACHMENT A**

**PROPOSER**

**CERTIFICATION**

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the Town of Lancaster and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the Town of Lancaster for the required services. The undersigned agrees and understands that the Town of Lancaster is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all qualifications and negotiations shall not be binding or valid against the Town of Lancaster, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the Town of Lancaster and approved by the Lancaster Town Board.

It is understood and agreed that the Town of Lancaster reserves the right to reject consideration of any and all qualifications including, but not limited to, qualifications which are conditional or incomplete. It is further understood and agreed that the Town of Lancaster reserves all rights specified in the Request for Qualifications.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the Town of Lancaster is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

\_\_\_\_\_  
*Proposer Name*

By: \_\_\_\_\_  
*Name and Title*