



**TOWN OF PLATTSBURGH, NEW YORK
REQUEST FOR PROPOSALS
FOR PROFESSIONAL PLANNING, CODES, AND CONSULTING
SERVICES**

The Town Board of the Town of Plattsburgh (Town), of New York is soliciting sealed proposals from qualified engineering/consulting firms having experience in providing engineering/consulting services for Planning, Codes and Zoning as outlined in the SCOPE OF SERVICES section of this request.

Proposals shall be submitted by registered engineers currently licensed to practice Professional Engineering in the State of New York, and shall address the topics described below.

1. Objective

The Town is currently reviewing services of firms providing Professional Engineering and other Consulting services to the Town. The firm selected by the Town Board will act as the Engineering Consultant to the Town Planning and Codes Departments.

2. Scope of Services

The Town is seeking municipal and technical planning, code review and engineering services for the Planning & Codes Departments. Service may include; surveys, studies, reports, design, specifications and bid documents, construction inspection, grant applications, and project administration on road projects, traffic analysis, water, wastewater, stormwater and environmental projects, zoning analysis, and related planning & engineering services.

3. Compensation

The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties. It should be understood that some fees come as charge backs from the Town to various developers.

4. Term of Agreement

It is intended that this agreement will be for a duration of two years. The agreement for engineering services may be terminated by either party by thirty days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain engineering services from other providers if, for any given project, it determines such services to be necessary.

5. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional engineering services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and save harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

6. Experience and Qualifications

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar serves as described in Section 2. The proposals will be evaluated on knowledge, experience and success of these similar services.

The following information shall be provided on your firm:

- a. Certification that your firm provides services to Municipal Clients.
- b. Brief History of your firm including the length of time your firm has been providing Municipal Consulting Engineering services.
- c. Statement of experience and qualifications.
- d. Description of work performed and services provided by your firm for other municipalities.
- e. List of completed municipal projects with a brief description of the project including costs, dates and references.

7. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town or other work being done by your firm with others doing business in the Town.

8. Proposal Submission Information

Submission Date and Time: February 8, 2023 @ 2:00 One (1) original & Two (2) copies and an emailed digital copy to trevorc@townofplattsburgh.org

Submit the 3 Paper Copies to:

Katie Kalluche, Town Clerk
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

Clearly mark the submittal with the title of this RFP: Professional Planning, Codes, and Consulting Services and the name of the responding firm. **Only those RFP responses received prior to or on the submission date and time will be considered. Only complete responses will be considered.**

9. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.