

LEGAL NOTICE

The Town of Union is seeking “REQUEST FOR QUALIFICATIONS” from all interested and qualified consulting engineering firms to provide services to the Town of Union Department of Public Works for a period as noted below on an “as-needed” basis as determined by Public Works, effective September 1, 2021, for the below listed individual professional services:

REQUEST FOR QUALIFICATIONS Consulting ENGINEERING SERVICES (3 YEAR TERM)

PROFESSIONAL SERVICE TERM CONTRACTS
FOR
Town of Union DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION (Primary)
OTHER TOWN DEPARTMENTS (Secondary)

THE TOWN RESERVES THE RIGHT TO AWARD MORE THAN ONE CONTRACT
UNDER THIS SOLICITATION

Each firm may provide general consultation / technical support, planning / programming, design, bidding, and construction support services for various projects within the Town of Union.

The General Scope of Services under this solicitation may include, but may not be limited to:

- (A) Specific design expertise in hydraulics, hydrology, storm water management, sanitary sewerage collection, pump station evaluations, back-up power evaluation, water distribution, and site design;
- (B) Coordination of project related permit applications, reviews, and approvals with involved agencies as required to support design areas listed in (A) above;
- (C) Planning / program development and review with involved agency(s),
- (D) Preliminary design, schematic design, and design development for each respective discipline,
- (E) Preparation of Plans and Specifications,
- (F) Preparation of Bid Documents and Bid Assistance,
- (G) Construction-Phase Services including on-site inspection and/or Clerk-of-the-Works,
- (H) Post construction phase and final project closeout services to assure compliance with all guarantees,
- (I) Miscellaneous technical support and assistance as necessary and,
- (J) Coordination of review and approval with involved agencies as required.

All work under this contract is to be in accordance with all applicable federal, state and local rules and regulations including but not limited to: the New York State Departments of health, Environmental Conservation, Building/Fire/Safety Codes, EPA, and any other involved agencies and/or funding sources.

It is the intent of Town of Union to select no less than three (3) qualified firms for a more detailed in-depth evaluation of qualifications in an interview situation. The firms chosen will be asked to address their professional expertise, as a part of their submittal, (and that of their sub-consultant(s)

should any be proposed as part of their team to meet the above listed requirements), with the planned scope of services briefly outlined above. The criteria that will be used for selecting a firm will be based on assessment in the following areas: (A) specialized experience, (B) capacity and capability of the firm to perform the work, (C) past record of performance, and (D) proximity to and familiarity with the area in which the project is located.

All work must be performed under the direction and supervision of a Professional Engineer or Architect (or other licensed professional as required by law), registered to practice in the State of New York. The licensed professional should be aware that the Town of Union has specific professional liability insurance requirements for professional services.

Interested firms must respond by sending Three (3) hard copies and One (1) electronic copy of expressions of interest to Louis Caforio, Commissioner of Public Works, Town of Union 3111 E. Main St. Endwell, NY 13760

IMPORTANT NOTICE: ALL responses must include Federal General Service Administration Form SF-330 as a minimum. If the requested services are not available within a single firm, it will be necessary to include the above requested information for each proposed subcontracted firm.

Direct all administrative and technical questions to Louis Caforio, Town of Union CPW, Phone (607) 786-2952, E-mail: lcaforio@townofunion.com

All responses should be addressed to and received by the Commissioner of Public Works, no later than 10:00 AM on August 3rd, 2021, or the Town may choose not to consider them. Please label each individual envelope "RFQ for Town of Union DPW Term Contract – General Civil Engineering Services". The Town of Union reserves the right to award more than one contract under this solicitation.