

Town of Geneva – Request for Qualifications

The Town of Geneva is soliciting qualifications from qualified firms for assistance with the following tasks: preparation and submission of a Department of Transportation (DOT) Transportation Alternative Program (TAP) Grant Application, Environmental Permitting, Easement Acquisition (as needed), Preliminary & Final Design, Bidding, Construction Administration, and Construction Inspection Services to incorporate pedestrian sidewalks, and possibly road and drainage improvements, along part of Carter Road and part of PreEmption Road (County Road 6) in the Town of Geneva.

Project Description

The Town of Geneva plans to apply for a 2023 TAP grant to incorporate pedestrian sidewalks, and possibly road and drainage improvements, along part of Carter Road and part of PreEmption Road (County Road 6) in the Town of Geneva.

Proposals are being sought to assist the Town with the following tasks:

1. Completion of TAP Grant Application
2. Environmental Review and Permitting
3. Easement Acquisition, as needed.
4. Preliminary and Final Design
5. Public Bidding
6. Construction Administration
7. Construction Inspection
8. Assist Town in Completion of all TAP Grant Requirements

The TAP grant announcement has been made. The selected company will assist the Town in preparation and submission of a TAP grant application. Upon award of TAP funding, the selected engineer will proceed with design, bidding, construction observation and construction administration services.

Projected Schedule

The following are tentative, milestone dates for the progress of this project.

October 10, 2023	Board Approval to advertise RFQ
October 13, 2023	RFQ Published & Sent to MWBE Firms
November 1, 2023	Statements of Qualifications due
November 14, 2023	Town Board approves company (interviews may be conducted prior to the November 14 Town Board meeting)
November 15, 2023	Selected Company Notified by the Town

Submittal Content

The Statement of Qualifications 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.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant experience. Describe proposed roles and responsibilities of key personnel 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.
- **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. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and 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 qualifications package.

If partnering with a qualified MWBE firm, please include their applicable information, including resumes for key personnel, into your response.

Submittal

The submission must be received no later than 4:00 p.m. on November 1, 2023 at the Town of Geneva, 3750 County Road 6, Geneva, NY 14456. Please plainly mark the outside of the envelope: **QUALIFICATIONS - CONSULTING SERVICES FOR TAP GRANT**. Submissions received after this deadline will not be considered.

Selection Process

Submissions will be ranked based on qualifications. Firms will be evaluated on the basis of the following factors:

- Experience with Similar Projects
- Project Team Availability, Qualifications, Staffing and Experience
- Management Approach including Timeliness of Project Deliverables and Ability to Communicate with Town Officials and Staff.
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Projects.

The Town will review and rank the proposals using the factors/rating scale listed below. Selection will be based on qualifications. The Town of Geneva reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Town of Geneva to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the Town of Geneva including understanding of the Town's infrastructure and approach to capital projects. **Maximum Points: 10**
- Relevant experience with similar projects. Firms should provide a list and contact information for at least 3 similar projects completed in the last 7 years. **Maximum Points: 15**
- Project team availability, qualifications, staffing and experience. Having the right team helps deliver a project within budget and on schedule. The Town will give considerable weight to the firm's staff including having sufficient staff to complete the project. Weight will be given to the individual qualifications of project team members who will be assigned to complete a majority of the work identified. Considerations will include the individual's qualifications, experience, and location of key personnel. **Maximum Points: 35**
- Management approach including timeliness of project deliverables and ability to communicate with Town officials. Firms should outline their approach to project management and identify key services that will ensure the timeliness of project deliverables. **Maximum Points: 20**
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Or Similar Projects. Describe the firm's familiarity with and experience in successfully satisfying funding agency requirements. Proposals should point out any special requirements that must be completed for funding. **Maximum Points: 20**

The selection committee will be the Town Board. The Town expects to evaluate submissions within ten days of receipt. If interviews are held, they will be scheduled as soon as possible. An award is anticipated by November 14, 2023.

Equal Opportunity/ Affirmative Action Employer

All qualified companies will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Town of Geneva strongly encourages MWBE firms to submit proposals.

Additional Information

Questions regarding this RFQ may be directed to:

Supervisor Mark Venuti
Town of Geneva
3750 County Road 6
Geneva New York 14456
315-789-3922
supervisor@townofgeneva.com

LEGAL NOTICE

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Qualification packages shall be placed in a sealed envelope addressed to Lorrie Naegele, Clerk, Town of Geneva, 3750 County Road 6, Geneva, NY 14456, and be plainly marked on the outside of the envelope: **QUALIFICATIONS FOR CONSULTING SERVICES - TAP GRANT, and be delivered at the address above by 4:00 pm on November 1, 2023. Information received after that date and time will not be considered.**

The full Request for Qualifications may be obtained from the Town Monday through Thursday from 8AM to 4PM. Minority and Women Business Enterprise firms are strongly encouraged to submit. The Town of Geneva reserves the right to reject any or all Statements of Qualifications, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Statement of Qualifications which the Town deems to represent the prudent and economical expenditure of public monies for the benefit of the Town's inhabitants by securing the maximum quality.

Lorrie Naegele, Clerk
Town of Geneva
Ontario County, New York