

VILLAGE OF OSSINING

MUNICIPAL BUILDING

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VILLAGE OF OSSINING REQUEST FOR QUALIFICATIONS ENGINEERING, WETLAND AND PLANNING CONSULTANT

Qualifications Submission Deadline: Thursday February 18, 2021 at 4:00 pm.

The Village of Ossining invites interested engineering and planning firms to submit written qualifications packages to provide engineering, wetland and planning consulting services to the Village. Under the supervision of the Village Planner and, where necessary, the Village Engineer, the selected firm will provide engineering, wetland and planning consulting services pursuant to the scope of services detailed herein. This will be a three year contract with an anticipated starting date of **April 1, 2021.**

The Village of Ossining is located on the Hudson River approximately 35 miles north of New York City. The Village was chartered by the New York State Legislature in 1813 and is one of the few charter villages in the state. The Village operates under a Village Manager form of government where the manager is the Chief Administrative Officer. The Village's Board of Trustees ("Board"), consists of five members including the mayor, who are each elected to two-year terms. The Board meets the first and third Wednesday of the month at 7:30 pm for Legislative Meetings. The Board conducts work sessions on the second and fourth Wednesday of the month, also at 7:30 pm. The Village's Planning Board/Board of Architectural Review meets on the fourth Tuesday of the month at 7:00 pm. The Village's Zoning Board of Appeals meets on the second Tuesday of the month at 7:00 pm.

The selected firm will be expected to work closely with the Village Planner along with the Village's Corporation Counsel, Land Use Counsel and Building Inspector to review, where necessary, applications submitted to the Planning Department. In addition, the Village's Board of Trustees recently adopted Local Law 7-2020, which revised chapter 149 of the Village Code, relating to Freshwater Wetlands. This revision calls for the appointment of a Wetland Consultant to review applications involving the Village's wetlands. This local law became effective January 1, 2021. Also, the selected firm will be expected to assist the Village Engineer, where necessary on matters relating to public works/infrastructure, as requested.

Additionally, the Village recently adopted Local Law 3-2020 revising chapters 91, 233 and 270 of the Village Code relating, in part, to escrow for consultant services on certain projects. That local law is now in effect. Local Law 7-2020 can be found at

https://www.villageofossining.org/sites/g/files/vyhlf4821/f/uploads/adopted_117-2020.pdf.

Local Law 3-2020 can be found at https://www.villageofossining.org/sites/g/files/vyhlf4821/f/uploads/proposed_113-2020_revise_chapter_91_article_iii.2.pdf.

ENGINEERING, WETLAND AND PLANNING CONSULTANT SERVICES

The following is a non-exclusive list of services anticipated to be provided by the selected firm.

The selected firm shall be responsible for (at a minimum) the following:

- Provide a senior engineer or senior planner to attend all meetings (regular, special and work sessions) of the Planning Board/Board of Architectural Review. This will include attendance at public hearings as required.
- Attend weekly remote pre-applications meetings with the Village Planner, Building Inspector, land use counsel and applicant/applicant's representative.
- When requested by the Village Manager, Village Planner and/or Village Engineer attend meetings of the Village's Board of Trustees, Zoning Board of Appeals, Environmental Advisory Council and Historic Preservation Commission.
- Review, where requested, applications for single and two family residences and provide written reports to the Village Planner and Building Inspector.
- Have a senior engineer and/or senior planner available for consultation with village staff where necessary.
- Advise the Village Planner, Village Engineer and other staff regarding stormwater management regulations.
- Review submissions to the Village's Planning Department and Board of Trustees which review shall include analysis of SEQRA submissions, subdivision applications, site plan applications, special use permit applications, wetland permit applications for conformance with local, county, state and federal regulations. The selected firm shall provide a written memorandum regarding the review which memorandum shall include a listing of the documents reviewed, finding, recommendations and deficiencies, if any.
- The selected firm will assist in the preparation and review of resolutions and SEQRA findings if so requested by the Village Planner.
- Participate in field inspections where so requested.
- Recommend bonding amounts or other acceptable security to the Village Planner.
- Serve as the village's Wetland Consultant in accord with Local Law 7-2020. Pursuant to the local law, the Wetland Consultant is appointed by the Board of Trustees.
- Confer with the Village Engineer on public works/infrastructure projects, as requested.

Responses to the RFQ should acknowledge that the above anticipated services can be provided by the selected firm. Please indicate any relevant additional services that your firm would offer.

FIRM QUALIFICATION REQUIREMENTS

The following are minimum requirements for the firms responding to the RFQ:

- Licensed to practice engineering in the State of New York.
- Planner is a member of the American Institute of Certified Planners.
- Maintain office(s) within a 30-mile radius of Ossining, New York.
- 20 years' experience providing engineering, planning and wetlands services to municipalities in and around Westchester County. Prior experience working for municipalities similar in size to the Village of Ossining preferred.
- Experience with attending meetings of municipal land use boards, reviewing plans for site plan, subdivision, special use and wetland approval.
- Experience reviewing proposed stormwater plans.
- Understanding of pertinent provisions of the New York State Village Law, Environmental Conservation Law with regulations, pertinent federal, state and county regulations and statutes and the village code.

Staffing Requirements and Qualifications:

- Senior engineer must have at least 15 years' experience representing municipalities.
- Senior planner must have at least 15 years' experience representing municipalities.
- Experienced specialty inspection staff in the areas of stormwater and wetland review.

QUALIFICATIONS PROPOSAL FORMAT AND CONTENT

The proposal should include detailed information on how the firm and proposed staff meet the qualification requirements described above. Proposal format and organization should be as follows:

- Cover Letter (not more than two pages) outlining your firm's ability to meet the minimum requirements and key features of your proposal.
- Proposal Body: (maximum 25 pages total)
 - Firm qualifications and profile of the firm including number of employees and office locations
 - Staffing qualifications and organizational chart
 - Demonstration of Minimum Requirements
 - Acknowledgement of responsibilities/scope of work.
- Appendix A: Completed and signed Exhibit A from this RFQ (1 Page)
- Appendix B: References (1 page)
 - Submit at least four references with contact information for clients currently or previously served. At least three of the references must be from municipal water clients.
- Appendix C: Resumes (Up to 12, maximum of 2 pages each)
- Appendix D: Proposed fee structure. This should include anticipated staffing, hourly rates and other anticipated charges, including a fee schedule for reviewing wetlands permit applications.

PROPRIETARY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are “trade secrets or are submitted to an agency by a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempt.

RIGHT TO REJECT PROPOSALS

This RFQ does not commit the Village to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFQ or to procure or contract for services. The Village intends to award a contract on the basis of the best interest and advantage to the Village, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFQ in part or its entirety, if it is in the best interest of the Village to do so.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

The selected firm shall maintain professional liability insurance in the amount of at least \$2,000,000 per claim.

General liability and automobile insurance providing no less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate naming the Village of Ossining, its officers, elected officials, volunteers, and employees as additional insureds on a primary and non-contributory basis. Both insurance policies shall provide waiver of subrogation endorsement clauses in favor of the Village of Ossining. The Village shall be provided no less than 30 days’ written notice of the cancellation and/or material change in coverage. Prior to commencement of work, the selected firm shall provide to the Corporation Counsel certificates of insurance for review. Additionally, documentation confirming statutory Workers Compensation and New York State disability insurance coverage shall be provided.

The selected firm shall agree to indemnify and hold harmless the Village of Ossining, its officers, elected officials, volunteers and employees from and against any and all lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys’ fees, and at the selected firm’s own cost and expense, defend any action against the Village of Ossining arising from the selected firm’s: a) willful misconduct, fraud or criminal conduct, including the conduct of the selected Construction Management firm’s directors, officers and employees or b) any material breach of the selected firm’s obligations under the agreement entered into with the Village of Ossining.

PROPOSAL TIMELINE

January 22, 2021-RFQ Release Date

All questions for additional information concerning this RFQ should be directed to Jaime Martinez Village Planner and Stuart Kahan, Corporation Counsel at the following e-mail addresses: JMartinez@villageofossining.org Kahan@villageofossining.org.

Questions regarding this RFQ should be submitted no later than 4:00 PM on **February 12, 2021**.

February 18, 2021 - Proposals due at the location and time indicated below.

Weeks of February 22 and March 1, 2021 - Village staff will conduct interviews for preferred firms (may include Village Manager, Assistant Village Manager, Corporation Counsel, Village Planner, Village Engineer, Chairpersons of Planning Board and Zoning Board of Appeals).

March 10, 2021- Staff to discuss recommendation with Board of Trustees at work session.

March 17, 2021- A resolution will be presented to the Board of Trustees authorizing the Village Manager to sign an agreement with the selected firm. Assuming that the resolution is approved, the Village will negotiate the terms of the service agreement; and upon review and acceptance by the Corporation Counsel, an agreement will be executed.

April 1, 2021- Anticipated start date for selected firm.

The Village of Ossining is an Equal Employment Employer and strongly encourages all firms qualified and certified as Women/Minority Business Enterprises (W/MBE) to submit proposals.

The Village reserves the right to amend the RFQ based upon questions and issues raised at any time prior to the RFQ submission deadline.

The Village reserves the right to change the timeline, at which time all participants will be notified of the changes.

PROPOSAL SUBMISSION

An original and three copies of the proposal and any other required documents must be submitted in an opaque sealed envelope clearly marked with the name of the proposal and the name and address of the responding firm. Where the United States Postal Service or another delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation "Proposal Enclosed" on the face thereof. Please leave sufficient time for mailing and delivery.

Proposals must be received no later than **12:00 PM on February 18, 2021** at the following address:

Village of Ossining
John-Paul Rodrigues Ossining Operations Center
101 Route 9A, P.O. Box 1166
Ossining, New York 10562
Attention: Jaime Martinez, Village Planner

In addition to mailing the proposal, one electronic copy of the proposal with all other documents in PDF format shall be emailed to the Village Planner and Corporation Counsel to be received on **February 18, 2021** at JMartinez@villageofossining.org
Kahan@villageofossining.org.

Thank you in advance for your interest. If you have any questions or need additional information, please contact the Village Planner at (914) 762-6232 or by email at JMartinez@villageofossining.org.

EXHIBIT A: REQUEST FOR QUALIFICATIONS SPECIFICATION

VILLAGE OF OSSINING

All terms, conditions and requirements as set forth in this Request for Qualifications are acceptable as specified therein. Yes _____ No _____

If **“NO”**, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Qualifications with your proposal response.

By submission of this proposal, each Construction Management Firm, and each person signing on behalf of any Firm, under penalty of perjury, certifies that to the best of its knowledge and belief:

- The proposal is made without any connection with any person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud and that no elected official or other officer or employee or person whose salary is payable in whole or in part by the Village of Ossining is directly or indirectly interested therein, or in any of the profits thereof.

As an authorized representative for the identified company, I accept all the terms and conditions identified in the Request for Qualifications except as identified.

Company Name and Address

Signature

_____ Date

Name and Title