

VILLAGE OF MAYVILLE  
REQUEST FOR PROPOSALS



PROPOSAL NO. RFP-1-23  
**Notice to Design & Engineering Consultants  
Lakeside Park Improvements Project**

PROPOSAL ISSUE DATE:	May 1, 2023
QUESTIONS DUE BY:	May 26, 2023
PROPOSAL DUE DATE:	June 5, 2023
TIME:	3:30 PM

RESPOND TO:

**FOR SUBMISSION: John Crandall, CLERK**

1 South Erie Street, PO Box 188  
Mayville NY 14757

EMAIL: [mayville5@netsync.net](mailto:mayville5@netsync.net)

PH: 716-753-2125

**FOR QUESTIONS: Rebecca Wurster, PLANNING COORDINATOR**

214 Central Ave. Dunkirk, NY 14048

EMAIL: [wursterr@chggov.com](mailto:wursterr@chggov.com)

PH. 716-363-3620

RICHARD SYPER  
MAYOR  
JENNIFER OBERT  
TREASURER  
JOHN CRANDALL  
CLERK  
JOHN BUXTON  
DPW SUPERINTENDENT  
MARK PERRY  
BILL WARD  
CAMIL ROUSH  
Janel Webb  
TRUSTEES

## TABLE OF CONTENTS

Introduction and Background.....	1
Statement of Work.....	3
General Terms and Conditions.....	11
Appendix A: Response Checklist.....	16
Appendix B: Proposal Forms.....	17
Appendix C: Insurance.....	18

# **INTRODUCTION AND BACKGROUND**

## **PROCUREMENT OVERVIEW**

The Village of Mayville (“the Village”) submits this Request for Proposals (“RFP”) to solicit proposals from consultants qualified to conduct the design and engineering for the Village of Mayville’s Lakeside Park Improvements Project, located at Lakeside Park, Mayville, NY 14757 (“the Project”).

## **PROJECT OVERVIEW**

The Lakeside Park Improvements Project includes the following components: (1) Chautauqua Belle Gateway Improvements, (2) New Kayak Launch, and (3) Waterfront Pedestrian & Bicycle Trail. The conceptual designs of each of these components are presented in the Village of Mayville’s Strategic Waterfront Activation Master Plan, accessible at <https://bartonloguidice.mysocialpinpoint.com/mayville-waterfront>

## **PROJECT BACKGROUND**

In 2022, the Village of Mayville in partnership with the Chautauqua County Partnership for Economic Growth, developed the Mayville Strategic Waterfront Activation Plan. The Plan was developed through the guidance of a local steering committee and a large public outreach component. Based on the steering committee and public’s feedback through recreational demand surveys, online interactive maps, and public workshops, 7 priority projects were identified. Out of the 7 priority projects, the steering committee came up with three top priorities to recommend to the Village Trustees and to apply for grant funding for implementation. These three projects include:

1. Chautauqua Belle Gateway Improvements: The Chautauqua Belle - one of the last operating steam boats in North America - attracts locals and tourists throughout the summer season to participate in public cruises, narrated tours, and private parties. Several improvements are recommended to enhance the overall Chautauqua Belle Gateway and boat launch area. The enhancements proposed to the Chautauqua Belle gateway will include:
  - design and construction of an overlook and improvements to the existing docks,
  - realignment and improvements to the existing parking area and boat launch,
  - landscaping and paver installation for a gathering area at the Chautauqua Belle launch site,
  - design, fabrication, and installation of new wayfinding signage/kiosk,
  - sidewalk and boardwalk enhancements at the Chautauqua Belle launch site, and
  - seating amenities
2. New Kayak Launch: The existing boat launch at Lakeside Park is one of the key drivers of vehicular and boat traffic in the Park during the summer. The lack of a designated space for paddlers to launch and pull out their equipment separate from boaters can result in discomfort and safety concerns. From the results of the Recreational Demand Survey, it was

clear that community members would like to see an accessible launch dedicated to those using kayaks, canoes, paddle boards, etc. Therefore, a new kayak/canoe launch is recommended, with the access site to be determined.

3. Waterfront Pedestrian & Bicycle Trail: One of Lakeside Park's most striking assets is its access to Chautauqua Lake, attracting visitors who wish to enjoy the scenic views and participate in waterfront-based activities. From the Recreational Demand Survey, lake views and trail usage were rated as the top two reasons why individuals choose to visit Lakeside Park. Yet, Lakeside Park currently lacks a continuous waterfront trail that supports visitors in walking and waterfront sight-seeing at the same time. On that same note, pedestrian/bicycle path and trail improvements were rated as the fifth highest priority for Park improvements. Improvements include, the design of the multi-use trail that will be constructed along the shoreline of Chautauqua Lake will incorporate features that control and filter stormwater, such as permeable materials, native plantings, bioretention areas, and rain gardens, and will be ADA compliant, to accommodate users with different levels of mobility. Placemaking items such as benches, moveable furniture, trash receptacles, and signage will be placed along this new multi-use trail. Beach improvements will include new sand for an expanded beach area.

### **PROJECT BUDGET AND FUNDING LIMITATIONS**

To develop the Lakeside Park Improvements Project, the village of Mayville was awarded an EPF LWRP grant in the amount of \$675,000. The expected total project cost, and available funding is \$900,000.

### **MILESTONES AND SUBSTANTIAL COMPLETION DATE**

The Village would like to receive the final designs and associated construction permits before the second quarter of 2024. Bid documents should be completed and ready to go out to bid before the end of the second quarter of 2024. The Project shall be Substantially Completed by the end of the second quarter of 2025 (the "Substantial Completion Date").

# **STATEMENT OF WORK**

## **PROJECT DELIVERY METHOD, SCOPE OF WORK AND SCHEDULE**

The Village has received funding through the Department of State's EPF LWRP grant and must follow the associated grant contract requirements. The scope of work for the Project ("Scope of Work") will require the consultant to develop the following project necessities including, but not limited to, the engineering and design phase of the project, prepare permit applications and advance the approval of necessary construction permits from federal, state, county and local agencies, prepare the bid package and announcement, assist the village in the bid process and to select the most qualified contractor(s), conduct construction site visits and prepare brief reports including pictures of the site during the inspection, review and approve payment applications submitted by the contractor for payment for completed portions of construction, develop punch lists when the construction approaches completion, develop as-built plans and prepare a statement of completion after the construction is completed.

### **SCOPE OF WORK**

The Consultant selected, as a result of this RFP will be expected to provide the following Scope of Work, including but not limited to:

#### **1. Design Phase**

##### **a. Project Advisory Committee Meeting**

Hold a project meeting with the Village and Project Advisory Committee to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information which would assist in completion of the project.

The Project Advisory Committee shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Project Advisory Committee meetings. Written meeting summary of each meeting.

##### **b. Site Reconnaissance**

Conduct site-specific reconnaissance, in preparation for design. Work may include, at a minimum, identification, analysis, and mapping of the following:

- Site survey showing extent of project boundary

- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Site constraints, needs, and opportunities

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, or similar product acceptable to the Village and Department of State.

c. Schematic Design and Alternatives Analysis

Prepare schematic designs and alternative analysis of the facility or facilities, considering and including a summary of the following, as applicable:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to state-designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

In consultation with the Department of State, the Village, and the project advisory committee, the Consultant shall select the preferred schematic design as the basis for final design and engineering/construction plans and specifications,

or shall work with the consultant(s) to develop a final schematic design incorporating elements of, or building upon, the alternative schematic designs.

Products: Alternative analysis and preferred schematic designs.

d. Public Meeting and Stakeholder Engagement

Hold public information meeting to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Department of State for review and comment.

Public meetings should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

Products: Public information meeting held. Minutes/Summary of meeting prepared including any presentations or handouts.

e. Permit Analysis and Pre-Permitting Meeting

Prepare an analysis of all federal, State, and local requirements for the selected schematic design alternative, such as necessary permits, reviews, and approvals. The analysis will include a written description of how requirements will be satisfied during development of the design. This analysis shall be submitted to appropriate project partners, permit review agencies, and the Department of State for review. A pre-permitting meeting with the Department of State and the identified federal, State, and local entities may be required to discuss revisions needed to satisfy regulatory requirements. The Consultant shall not work on developing final design prior to the Department of States approval of the permit analysis and Consultant response to comments from the pre-permitting meeting, if necessary.

Products: Written permit analysis. Pre-permitting meeting with identified entities. Consultant response to preliminary review comments by regulators.

f. Design Development

Prepare draft and final designs based on the selected schematic design. The designs shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project initiation meeting. The designs shall be provided to the Department of State and the project advisory committee for review at least two weeks prior to

the due date for comments. Department comments must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft and final designs and supporting materials

g. Certified Construction Documents

Prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Department of State and the project advisory committee for review at least two weeks prior to the due date for comments. Construction shall not commence prior to addressing the Department of State's comments. Final construction documents must be certified by a licensed professional engineer, architect or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final construction documents, certified by a licensed professional engineer, architect or landscape architect.

h. Environmental Quality Review

Prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If the lead agency makes a positive declaration of environmental impact, the Consultant shall prepare a Draft Environmental Impact Statement, advertise it as available for public review and comment, and complete the SEQRA process.

Products: SEQRA documents

i. Permits

Prepare the necessary permit or other approval applications and obtain the required permits or approvals from regulatory agencies. A pre-application meeting with the Department and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Consultant(s) shall submit all applications to the Department for review and comment.

Potential permitting and approval agencies include:

- federal agencies such as the United States Army Corps of Engineers; Federal Highway Administration; Federal Aviation Administration; Federal Communication Commission; Federal Energy Regulatory Commission.
- the Department, pursuant to the consistency provisions of the federal Coastal Zone Management Act;



- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization to use or occupy State-owned lands or waters overlying those lands; the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and potential authorizing regional agencies such as Port Authority; St. Lawrence Seaway; Canal Corporation; Metropolitan Transportation Authority; CSX railroad; Amtrak; Adirondack Park Agency; Hudson River-Black River Regulating District.
- agencies of a regional, county, city, town, village, or special purpose district, including: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Demonstrate the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

## **2. Bid Process/Procurement Phase**

### **a. Bid Process and Selection of Construction Subcontractor**

In coordination with the Village, prepare and distribute a bid invitation to help select a construction subcontractor or subcontractors. The bid invitation shall require the respondents to demonstrate ability to satisfy any applicable MWBE requirements. Prior to distributing the bid invitation, the consultant shall submit the bid invitation to the Village and Department of State for review and comment.

Help the Village select the construction subcontractor(s) from the bid respondents and prepare a draft contract or contract(s). The Village will certify to the Department of State that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors.

The Village will actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which will be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). To demonstrate good faith efforts to achieve MWBE contract goals the Village will retain:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow up;

- Written responses by MWBEs to the grantee/vendor's outreach;
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location;
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/materials/supplies.

Submit the draft subcontract(s) to the Village and Department for review and approval, and shall incorporate the Village and Department's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the Village and Department of State.

Products: Executed construction subcontract(s). Written certification of procurement procedures. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

### **3. Construction, Construction Management, and Site Inspection**

#### **a. Construction, Construction Management and Site Inspection**

After receipt of all necessary permits, site preparation and construction work may begin according to the final design and construction documents.

The Consultant or its subcontractor(s) shall notify the Village and Department at regular intervals of work progress, including any delays which have occurred. The Consultant(s), and/or the Department shall verify progress and completion of the work through periodic site inspections.

The Consultant(s) shall submit to the Department written summaries of progress including photo documentation and identification of problems to be addressed based on periodic site inspections.

Products: Written summary of periodic site visits including photo-documentation (pre-construction, during construction, and once the project is completed) and identification of any problems that need to be addressed.

b. Project Completion

Submit a statement that the work has been completed in accordance with the contract, the final design and construction specifications, and all permit requirements. The completion statement must be certified by a licensed professional engineer, architect, or landscape architect. The Consultant shall submit a set of as-built plans, certified by a licensed professional engineer, architect, or landscape architect. The Consultant shall submit photo-documentation in the form of digital images of the completed project.

Products: Statement of completion, certified as-built plans, and photo-documentation (including the photo GPS location where available)

*This Scope of Work is by no means “locked in.” Assuming the proposer understands where we are and where we’re trying to go, the Village welcomes other methods of work that we may not have included in the Scope of Work that can lead us to fulfilling our objectives.*

**VILLAGE DESIGNATED POINT OF CONTACT**

The Village’s point of contact (“POC”) for matters related to this RFP is the only individual authorized to discuss this RFP with any interested parties, including Proposers. All communications with the Village’s POC about the Project or this RFP shall be sent in writing to:

Name: Rebecca Wurster

Title: Planning Coordinator

Mailing address: 214 Central Ave. Dunkirk, NY 14048

Phone: 716-363-3620

E-mail: wursterr@chqgov.com

The Village disclaims the accuracy of information derived from any source other than the Village’s POC, and the use of any such information is at the sole risk of the Proposer. All communications and requests for information shall be submitted by the Proposer’s point of contact identified in the Submission. Written communications to the Village from Proposers shall specifically reference the correspondence as being associated with the Lakeside Park Improvements Project PROPOSAL NO. RFP-1-23.

**CONSULTANT DESIGNATED POINT OF CONTACT**

All Proposers responding to this RFP shall provide the name, address, phone number and email address of its designated point of contact to the Village’s POC as part of its proposal. Proposers shall notify the Village of any changes in the Proposer’s designated point of contact’s information. Notification of change(s) may be communicated by email and shall be as soon as practicable

following the event(s) causing the change(s). Failure to identify a designated point of contact in writing may result in the Proposer failing to receive post-bid addenda or other important communications from the Village, for which the Village shall not be responsible.

## **PROCUREMENT SCHEDULE AND PROJECT MILESTONES**

The Village anticipates conducting the procurement of the Project in accordance with the following list of milestones leading to award of the Agreement. The schedule is subject to revision and the Village reserves the right to modify this schedule as it finds necessary, in its sole discretion.

RFP Schedule:

- RFP Advertisement May 1<sup>st</sup>, 2023
- RFP Questions Due May 26<sup>th</sup>, 2023
- Proposal Submission Due Date June 5<sup>th</sup>, 2023
- Notice of Intent to Award Est. June 19<sup>th</sup>, 2023

## **MWBE REQUIREMENTS**

The budget details and team composition included in each proposal must demonstrate how the MWBE goal of the grant funding this project will be met. The grant contract requires that a minimum of 30% of the awarded grant, or \$202,500.00, will be used for services provided by MWBE-certified firms to advance this project. Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31). (Village and Contractor Coordination)
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal). (Village and Contractor Coordination)
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS). (Village will complete)

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

# GENERAL TERMS AND CONDITIONS

## SECTION 1: INSTRUCTIONS:

- 1.1. **RFP** - The services that are required herein are not subject to formal competitive bidding under Section 103 of New York State General Municipal Law. Village of Mayville Purchasing Policy rules in this case require selection of a contractor through a Request for Proposal process.
- 1.2. Village of Mayville is exempt from all Federal and State taxes.
- 1.4 Insurance shall be in place prior to execution of the agreement and shall be up to date and maintained for the contract term. It is preferred that you attach samples or original certificates of insurance along with your proposal.

Within (5) five days receipt of the notice of award the proposer shall supply up-to-date certificates of insurance. Certificates may be e-mailed to Village Clerk, John Crandall, at [mayville5@netsync.net](mailto:mayville5@netsync.net).

- Failure to do so may be cause for the Village to declare a proposal non-responsive, with the result that the award may go to the next highest scoring proposal.

- 1.5 A copy of the Village of Mayville Minimum Insurance Requirements is attached.

## SECTION 2: SUBMISSION OF PROPOSALS:

Sealed proposals shall be submitted to the Village of Mayville 1 South Erie Street, PO Box 188 Mayville, NY 14757 by ***June 5, 2023 at 3:30p.m.***

Please include the following information on the front of the sealed envelope:

<b>Attention:</b>	<b>John Crandall, Village Clerk</b>
<b>Proposal No:</b>	<b>RFP-1-23 PLAN</b>
<b>Title of Proposal:</b>	<b>Lakeside Park Improvements Project Design/Engineering</b>

Any proposals, or unsolicited amendments to proposals, received after the due date and time specified on the cover page may not be considered in the review process. No faxed or e-mailed documents will be accepted. The Village of Mayville takes no responsibility for any third party error in the delivery of the applications (e.g., U.S. Post Office, Federal Express, UPS, courier, etc.).

Copies of proposals shall be available in a Microsoft Word or PDF document by e-mail after all proposals have been opened and awarded.

### **SECTION 3: MODIFICATIONS OR WITHDRAWAL OF PROPOSAL:**

- 3.1 Questions about or requests for clarification of an item for this RFP must be submitted in writing to Rebecca Wurster, Planning Coordinator at [wursterr@chqgov.com](mailto:wursterr@chqgov.com). Questions must be submitted prior than the date on the front of this solicitation. Responses will be submitted to all parties in the form of an Addendum to the original RFP, receipt of which must be acknowledged with each proposal submittal.
- 3.2 **Other than the contact person identified in the proposal, or their designee, prospective proposers shall not approach Village employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.**
- 3.3 A proposal that is in the possession of Village of Mayville may be altered by a sealed letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the proposal due date. Fax, email, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the Village of Mayville may be withdrawn by the proposer up to the time of the proposal due date. Failure of the successful proposer to furnish the service awarded, as a result of this Request for Proposal, may eliminate the proposer from the active vendors list for a period of time as determined by the Purchasing Manager.

### **SECTION 4: EVALUATION:**

- 4.1 The Village reserves the right to seek any clarifications needed to determine the most qualified submittal and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposer's proposal and/or to determine compliance with the requirements of the solicitation.
- 4.2 **Alternatives/Value-Added Considerations:** The Proposer may include items not specified in this RFP in their proposal in which the vendor feels can be pertinent to or an added benefit to the services requested. All such alternatives must be listed separately from the proposal and the cost thereof must be separated and itemized.
- 4.3 A contract may be awarded to the proposer whose proposal achieves the highest evaluation score by the evaluation committee based on the specified criteria.
- 4.4 Evaluation will be performed to determine the proposers understanding of work to be performed, technical approach, potential for completing the work as specified herein, and ranking with competing proposers.
- 4.5 Evaluation Criteria:  
The evaluation will be based on a point system, with the maximum points equaling one-hundred points. Criteria as follows:
- a) Qualifications and Project Experience (20 points)

- b) In-house Staffing Plan (15 points)
- c) Technical Capacity (20 points)
- d) Financial Terms (25 points)
- e) Proposed Project Schedule (10 points)
- f) Official Statement of the Proposer (5 points)
- g) MWBE Requirements/Plan (5 points)

**SECTION 5: PROPOSAL FORMAT AND SUBMITTALS:**

**5.1** Proposals must be submitted in the format outlined in this section. The Village reserves the right to eliminate from further consideration any submittals deemed to be substantially or materially non-responsive to the requests for proposal contained herein.

**Section 1 - Statement of Qualifications** Proposer must include the following elements in response to this RFP:

- (a) Name and address of firm
- (b) Telephone and fax numbers.
- (c) Names, titles, and e-mail address of two people authorized to represent the firm on this project, and answer any questions presented by the OWNER.
- (d) Year firm was established.
- (e) Quantity and type of licensed and/or certified professionals in office that will support this project.

**Section 2 - Project Experience** Proposer must describe three projects that best exemplify the range of technical services provided by the Consultant for a project similar to this one. Each project description (not to exceed 2 pages) should include:

- (a) Customer's name and address
- (b) Total contract cost.
- (c) Type of contract; engineering/design, construction management, Guaranteed Maximum Price, Cost Plus, shared savings, etc.
- (d) Name and telephone number of references for the project. (OWNER presumes permission to contact).
- (e) Brief description of the project's scope of services and status. Include type of facility at which project was implemented, whether the project was completed on the original schedule and whether significant problems occurred that affected project performance. This section should be used to demonstrate the firm's experience in completing a project using the technologies relevant to the OWNER's facilities.

**Section 3 – Staffing Plan** This section should include a complete description of the individual experience and qualifications of the proposed project staff. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project. No credit will be granted during the evaluation process for the experience

of anyone who will not be directly involved in implementing this project. Provide an organizational chart.

Identify members of the proposed project team involved with the sample projects listed in Section 2 and their current primary office location.

In addition, any sub-consultants or firms that meet MWBE requirements the Consultant(s) intends to use for the project shall be identified and their role(s) described. Provide sub-consultant's name, address, contact person, phone number and relevant experience.

Examples of sub-consultants that shall be identified included but are not be limited to:

- (a) Architectural/Engineering firm that will be responsible for project design
- (b) Geotechnical Engineering
- (c) Survey
- (d) Cost Estimating
- (e) Construction Manager

#### **Section 4 – Technical Capability**

The proposal response must explain the approach your organization will take in delivering the comprehensive technical services required to design, procure and construct the project. Describe the process to be followed in prequalifying, selecting and managing subcontractors.

**A submittal of design/specification documents are not required at this time.**

#### **Section 5 - Financial Terms**

The Village shall participate in the prequalification, competitive bidding and selection of all construction contractors. Construction bids will be reviewed with the Village and contractor selection will be jointly determined between the Consultant and the Village. The Village shall approve the bid documents and any subsequent addenda required prior to release. If the proposer is intending to provide a portion or all of the construction utilizing their own personnel, the process by which the assurance of a competitive construction cost for that work shall be described in detail.

None of the Consultant's expenses and/or overheads shall be included in any way as part of the construction bids including subcontracting of typical project development activities.

#### **Section 6 – Proposed Project Schedule**

The proposer must provide a complete program schedule for the completion of all major project milestones. The Village will only consider a contract schedule that commits the Village to pay for one milestone at a time. Should the Village choose to terminate the project at the conclusion of any of the milestones, no additional compensation will be provided to the Consultant other than the agreed fees through the completed milestone. The Village reserves the right to terminate the contract at any time, subject to the termination terms and conditions.



Compensation for termination part way through a milestone will be based on the mutually agreed upon percentage of completion for the milestone at the time of the termination. The proposer must provide a complete schedule for achievement of all major project milestones and tasks.

## **SECTION 6: PREPARATION OF PROPOSAL**

- 6.1 Proposers are expected to examine special provisions, the scope of work, schedules and instructions included in this Request. Failure to do so will be at the proposer's risk
- 6.2 The Village will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

## **SECTION 7: PROPOSER QUALIFICATIONS:**

- 7.1 The Village shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform obligations under the contract, and the proposer shall furnish to the Village all such information and data for this purpose as may be requested.

## **SECTION 8: AWARD AND CONTRACT INFORMATION:**

- 8.1 The proposer agrees that should their firm be awarded a contract, proposer will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, or disability.
- 8.2 The proposer expressly warrants to the Village that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.
- 8.3 The successful proposer will be required to enter into and sign an Agreement or an Agreement of Services (Contract) with the Village with reasonable adjustments acceptable to the Village. This RFP and the response of the successful proposer may become a part of the Contract and will be in effect for the duration of the contract. The Contract language will control over any conflicting language contained within this RFP.
- 8.4 The successful proposer will not commence any work, which could be billed, until a valid Contract has been executed by both the proposer and the Village.

**APPENDIX A**  
**RESPONSE CHECKLIST - PROPOSAL NO. RFP-1-23 PLAN**

Please note below a list of documents which must be submitted in full as part of this proposal. Failure to submit any of the documents as part of your proposal or failure to acknowledge any addendum in writing with your proposal may be cause for rejection of the proposal.

Submitting a proposal on any condition, limitation or provision not officially invited in this RFP (Request for Proposal) may also be cause for rejection.

**Please check each item indicating your compliance:**

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL.

\_\_\_ PROPOSAL RESPONSE FORM

\_\_\_ PRICING SUBMISSION SHEET (PROPOSAL FORM) IF INCLUDED OR VENDOR'S OWN SUBMISSION

\_\_\_ REQUIRED FORMS AS LISTED IN RFP

\_\_\_ ADDENDUM(S) ACKNOWLEDGE (IF APPLICABLE)

\_\_\_ ONE (1) ORIGINAL AND ONE (1) COPY OF YOUR SUBMITTED PROPOSAL

\_\_\_ INSURANCE CERTIFICATES

COMPANY	TELEPHONE NUMBER
ADDRESS	EMAIL ADDRESS
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE

**APPENDIX B**  
**PROPOSAL FORMS:**

**PROPOSAL RESPONSE FORM**  
**Proposal No. RFP-1-2023 PLAN**

**Proposal Title: Lakeside Park Improvements Project Design/Engineering RFP.**

**VENDOR NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **/PH.** \_\_\_\_\_

Below are two options, please indicate which one is applicable to your response and return to the contact below:

We the above referenced Company will be preparing a proposal to submit for this project. I am returning this document to assure that I receive all further communication regarding the RFP including any addendums issued.

We the above referenced Company will not be preparing a proposal to submit for this project for the following reasons listed below. **Please check where applicable:**

\_\_\_\_\_ Project or scope not suited to our Company.

\_\_\_\_\_ Our items and/or materials do not meet your specifications.

\_\_\_\_\_ Insurance Requirements

\_\_\_\_\_ Bond Requirements too restrictive (when required)

\_\_\_\_\_ Scope of services are not clearly understood or applicable \_\_\_\_\_ too vague \_\_\_\_\_ too rigid

\_\_\_\_\_ Insufficient time allowed for preparation of proposal

\_\_\_\_\_ Other reason not listed above (or) elaborate on the checked marked reason above:

---

---

---

Please send your response to: John Crandall, Village Clerk  
Phone: 716-753-2125  
Email: [mayville5@netsync.net](mailto:mayville5@netsync.net)

## **APPENDIX C** **INSURANCE:**

### Village of Mayville Insurance Requirements

Before the issuance of a contract, and before commencing any Work, the

Contractor shall furnish a certificate, satisfactory to Village of Mayville from each insurance company showing that the above insurance is in force, stating policy numbers, dates of expiration, and limits of liability thereunder, and further providing that the insurance will not be canceled or changed until the expiration of at least thirty (30) days after written notice of such cancellation.

The Contractor shall require all subcontractors (of every tier) to meet the same insurance criteria as required of the Contractor. The subcontractor's insurance must name Village of Mayville as additional insured. The Contractor shall maintain each subcontract's certificate of insurance on file and provide such information to the Village of Mayville for review upon request.

**COMMERCIAL GENERAL LIABILITY INSURANCE-** Unless otherwise specified, the minimum acceptable limit of coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate. Such policies shall name Village of Mayville as an additional named insured.

**COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE:** Contractor shall furnish proof of Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired automobiles used in connection with the services agreed upon in this contract. The minimum amount of coverage required is \$1,000,000 combined single limit for bodily injury and property damage. Commercial automobile liability insurance with limits of not less than \$1,000,000 combined single limit for bodily injury and/or property damage per occurrence, and such policies shall name Village of Mayville as an additional named insured.

**EXCESS LIABILITY INSURANCE (UMBRELLA INSURANCE POLICY):**

Contractor shall furnish proof of Excess Liability Insurance. Such coverage shall be excess of the commercial general liability insurance, comprehensive automobile liability insurance, and employer's liability as required by this contract. The minimum acceptable limit of coverage is \$3,000,000 per occurrence.

**WORKMAN'S COMPENSATION INSURANCE:** Statutory Worker's Compensation and Employers Liability Insurance with limits of not less than \$1,000,000, which insurance must contain a waiver of subrogation in favor of the Village of Mayville