



*Town of
Washington*

REQUEST FOR PROPOSAL
Engineer or Planner for Consultant Services
Solicitation #2022-001

Office of the Town Clerk, PO Box 667, 10 Reservoir Dr., Millbrook, NY 12545

RFP Issue Date: January 31, 2022, Extended on March 4, 2022

RFP Submittal Due Date: March 21, 2022, 12 Noon

TOWN OF WASHINGTON
REQUEST FOR PROPOSAL
Solicitation # 2202-001
ENGINEER OR PLANNER CONSULTANT SERVICES FOR
PLANNING BOARD & ZONING BOARD OF APPEALS

PLEASE BE ADVISED that the Town of Washington is seeking sealed bids in response to a Request for Proposal for an Engineer or Planner for Consultant Services to the Planning Board and Zoning Board of Appeals; and

PLEASE BE FURTHER ADVISED that the Request for Proposal is available for review at <https://www.washingtonny.org/document-center/request-for-proposals/rfp-engineer-or-planner-consultant-for-pb-zba.html> or a hard copy may be acquired at the Town of Washington Office of the Town Clerk, 10 Reservoir Dr., Millbrook, NY 12545 during regular business hours; and

PLEASE BE FURTHER ADVISED that sealed bids are due on or before 12 noon, March 21, 2022; and

PLEASE BE FURTHER ADVISED that those firms that have previously sent a submission will be considered with any additional submissions.

By the Order of the Town Board
Dated: March 4, 2022
Mary Alex, Town Clerk

I. Introduction and Summary:

The Town of Washington (Town) is hereby soliciting sealed proposals from a well-qualified New York State licensed Engineer or Planner (“Consultants”) with five or more years of experience providing municipal consultation services for Planning Boards or Zoning Boards of Appeal. The Consultant will provide support to the Town by providing comprehensive advice and consulting services in connection with a variety of matters including, but not limited to: (i) general planning, zoning and land use matters; (ii) review of private and public development projects; (iii) policy guidance; (iv) environmental review and necessary regulatory compliance; (v) administrative support; and (vi) areas incidental thereto.

Work assignments shall be made on an “as needed” or “as requested” basis. Services in connection with Town projects for which the source of payment will be public funds, shall require negotiation and determination of a scope of work prior to commencement of the assignment and may require a not-to-exceed fee for that scope of work.

Services in connection with applications before the Building Department, Planning Board, Zoning Board of Appeals or Highway department will be reimbursed by the Town through the applicant’s escrow account. Consultant will provide an estimated cost of services for “as requested” review.

The selected consultant shall employ generally accepted professional standards and provide the Town with the best possible advice and consultation and shall act at all times within the authority and capacity of any title or professional license. Consultant will be expected to provide support services and work proactively with the Town Council, Town Clerk, Building Department, Highway Superintendent, jurisdictional and recommending land use boards, committees, consultants and/or departmental staff.

Please note the Town is currently working with General Code to codify the Town’s local laws and Zoning Code. This project is expected to be finished in the spring of 2022.

II. Background Information on the Town of Washington

The Town of Washington is located in the Mid-Hudson Valley of New York State, centrally located in the center of Dutchess County. The Village of Millbrook is located within the Town of Washington. The population of the Town is 4,741. The land area is 59.1 square miles and the population density is 80 people per square mile. The majority of the Town is five acre or ten acre zoned.

The major thoroughfares in Town are New York State Routes 343, 44 and 82. The Town has 64 miles of roads with many being dirt roads.

The Planning Board meets on the first Tuesday of the month. The Zoning Board of Appeals meets on the third Tuesday of the month. Consultants should be able to attend these meetings in person.

III. Statement of Need

1. Services will include consultation, support, assistance and advice on a monthly basis to the Town Council, Town Clerk, Building Department, Highway Superintendent, jurisdictional and recommending land use boards, committees, consultants and/or departmental staff involving matters of general planning, zoning, land use and development. Tasks may include:
 - a. Attendance at meetings, workshops and hearings, the preparation of written material such as reports, recommendations, memoranda, ordinances, findings, resolutions, summaries and correspondence and other documents as requested or necessary; and
 - b. Identification of and recommendations as to potential impacts and relevant zoning, subdivision, site plan, traffic and parking, environmental regulations or other laws, codes, rules and ordinances and related procedural requirements applicable to the actions; and
 - c. Review of plans, applications, proposals and accompanying documentation; and
 - d. Identification, advice and recommendations on matters of procedure, escrow, compliance with SEQRA or other laws and participation in the preparation of SEQRA or other similar documentation, written resolutions, findings and decisions; and
 - e. Communication with staff, consultants, project sponsors and interested parties; and
 - f. Research using online libraries, codes, GIS and property records and making field visits as needed or directed; and
 - g. Participation in pre-submission, staff or department meetings as required or requested.

2. The Consultant is expected to acquire proficient knowledge of (i) the Town 's current Comprehensive Plan, Zoning Code and land use procedures, policies and regulations, and (ii) existing conditions in the Town including but not limited to the community profile; demographics; zoning and land uses; transportation and mobility; municipal services; infrastructure; and economic, natural, recreation, historic and cultural resources.

3. 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 policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate 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 services. The Consultant shall also maintain Workers Compensation Insurance in full force and effect.

Any Agreement resulting from this RFP shall not be effective until Consultant provides to Town certificates of insurance evidencing compliance with the insurance requirements of this paragraph. The certificates will show the Town as an additional insured, which must be primary and non-contributory with respect to the additional insured.

4. The Consultant shall 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 the sole negligence or intentional acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services

IV. Instructions, Details and Pre-Submission Questions:

Nothing herein is intended to exclude any responsible Consultant or, in any way, restrain or restrict competition. On the contrary, all responsible Consultants are encouraged to submit proposals. The responsibility for the final selection of a Consultant rests solely with the Washington Town Council which is under no obligation to award a contract. Solicitation of the Request for Proposals does not commit the Town of Washington to pay any costs incurred in the preparation or submission of said RFP. The Town of Washington reserves the right to reject any or all proposals.

This RFP contains information and instructions that will enable qualified individuals and entities to prepare and submit proposals, estimates and supporting materials. On or after January 28, 2022, electronic copies of the RFP can be downloaded from the Request for Proposal page of the Town of Washington's Web Site at <https://www.washingtonny.org/document-center/request-for-proposals/rfp-engineer-or-planner-consultant-for-pb-zba.html>. You may obtain hard copies on weekdays during normal business hours as of March 4, 2022 from the Office of the Town Clerk, 10 Reservoir Dr., Millbrook, NY 12545.

Before submission, each respondent is advised to (a) examine the RFP thoroughly, (b) become familiar with local conditions that may in any manner affect estimates and performance of the

Work, (c) be familiar with federal, state and local laws, ordinances, rules and regulations; and (d) study and carefully correlate observations with the responsive proposals.

All questions concerning this RFP shall be submitted to the Town Clerk via email. In order to receive consideration, questions must be received by no later than 11:00 AM March 14, 2022. Any interpretations of questions raised, which in the opinion of the Town Board require clarification will be issued by Addenda emailed to all parties recorded as having received the RFP no later than four (4) days in advance of the date fixed for the submission of proposals. Only emailed questions will be acknowledged. All correspondence shall be sent to malex@washingtontny.org

Bid Submission:

Prospective consultants shall submit six (6) hard copies and one (1) one digital (on a clean memory stick) of their proposals.

All submittals are due on or before 12:00 p.m. on March 21, 2022.

US Mail to Town Clerk Mary Alex, Town of Washington, PO Box 667, Millbrook, NY 12545

By Hand or other carriers: Town Clerk Mary Alex, Washington Town Hall, 10 Reservoir Dr., Millbrook, NY 12545.

The Town shall not open or consider any bids received after this time. Please take into account delivery delays when sending your bid submission.

V. Town Rights and Options:

The Town, at its sole discretion, reserves the following rights:

- A. To supplement or otherwise amend this solicitation document and provide notice of such to respondents;
- B. To determine which respondent(s), if any, will be selected for follow up, interview or negotiations;
- C. To reject any or all proposals or information received pursuant to this RFP;
- D. To cancel this RFP with or without the substitution of another RFP or prequalification process;
- E. To request additional data or information after the submittal date, if such data or information is deemed pertinent to aid the review and selection process;
- F. To conduct investigations with respect to the qualifications and experience of any respondent;

- G. To take any action affecting the RFP or the services subject to this RFP that would be in the best interests of the Town;
- H. To require one or more respondents to supplement, clarify or provide additional information to assist with evaluation of the proposals;
- I. To waive any defect or technicality in any responsive proposal;
- J. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.
- K. To require the winning Consultant to enter into a written Professional Services Agreement based on the response to the RFP.
- L. To consider the proposals, previously received in February along with any proposals submitted at this time.

VI. Criteria, Qualifications and Basis of Evaluation:

The Town will select a professional consultant based on the evaluation of the proposals submitted in response to this RFP. Each proposal will be reviewed against the terms of this RFP and identified criteria to determine if the RFP is complete and responsive and how well the respondent's proposal satisfies the needs of the Town. The Town may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFP. A submittal may be determined to be unresponsive if any aspect is found to be untrue, unacceptable or contrary to the best interests of the Town.

A. Respondents to the RFP shall provide:

- 1. Proof of the ability to undertake the consulting services by providing the technical qualifications and licensure of the Consultant including any team members, if applicable, as follows:
 - a. A cover sheet providing details of the company profile - include the full name, tax identification number, main office address, telephone and email address of the principal contact person in connection with the response to the RFP, and identify when the Consultant was organized and how many years engaged in providing the type and scope of services identified in this RFP; and
 - b. Provide an organization chart delineating lines of authority for team members if applicable and identify the key team member(s) who will be assigned as primary contact for the services to be provided to the Town; and
 - c. Provide examples of communication with Planning Board or ZBA and Applicants in reference to the completeness of an application, and notes related to an application; and
 - d. A narrative description of relevant expertise, experience, analogous projects and qualifications of consultant and team members; and
 - e. A list of three references and their contact information; and

- f. A description of any additional capabilities or specialized training/certifications that may provide value added services (public works and infrastructure experience, multi-lingual, professional board memberships, LEED certifications or similar, public works and infrastructure experience, etc.) to the Town should the need arise; and
- g. A list and description of any potential conflicts due to volume of existing clients or projects, professional relationships with Town of Washington, other municipalities or private developers; and
- h. An itemized detail of hourly rates for relevant staff to be used as a basis for invoicing against escrow deposits of applicants and for services requested by the Town outside the scope of an escrow relationship.