

# TOWN OF SANFORD

BROOME COUNTY 91 SECOND STREET DEPOSIT, N.Y. 13754  
PHONE: (607) 467-3214 · FAX: (607) 467-5414

## REQUEST FOR PROPOSAL

Town of Sanford  
91 Second Street  
Deposit NY, 13754

### Introduction

EST. 1821  
55,337 ACRES

Supervisor  
**KENNETH R. WIST**  
(607) 467-1910

Councilmen  
**ALICE J. RAY**  
**SHANE LESTER**  
**JAY V. VANDERMARK**  
**DAN ANDRESEN**

Town Clerk/Tax Collector  
**ALISON LANG**  
(607) 467-3214

Town Justices  
**DEBORAH PROFFITT**  
**GARY L. HOLDREGE**  
(607) 467-2516

Highway Superintendent  
**LEO C. SHEW**  
(607) 467-2923

Assessor  
**BECKY HERZOG-OTTENS**  
(607) 467-5093

Code Enforcement Officer  
**PETER J. HATHAWAY**  
(607) 761-7536

The Town of Sanford is seeking proposals for professional architectural, engineering, and surveying services associated with the development of new municipal highway facilities. These facilities must include an appropriately sized highway garage building, covered road sand/salt storage, a large unheated storage building, and all other necessary amenities of a fully functioning municipal highway department facility. Interested individuals or firms are requested to submit proposals for the following Areas of Work:

#### **AREA 1: Property evaluation:**

**Note:** The property for the new highway facilities is located at 251 NYS Route 41 (tax map number 186.03-1-1.2). Currently the property has two buildings and a large road sand storage pile located on it. The property will have to be reconfigured to accommodate the town's needs.

The Scope of this Area of Work includes:

-A boundary line & topographical survey of property to determine if property is adequate to accommodate highway facilities.

-An environmental/regulatory analysis to determine whether property is feasible to use and will satisfy all regulatory requirements.

#### **AREA 2: Information collection and project design**

The Scope of this Area of Work includes:

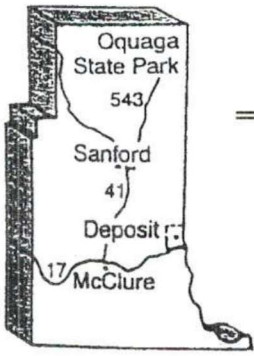
-Attendance at meeting(s) with Town officials as necessary to discuss the Towns' wants and needs for the project.

-Architectural and Engineering design services to develop plans for the highway facility, taking into account the Town's input.

-Working together with the Town to finalize details of the project and presenting the final plans to the Town Board.

#### **AREA 3: Contractor selection and Construction Oversight**

The Scope of this Area of Work includes:



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- Preparation of all necessary bid documents and RFPs that satisfy the competitive bidding requirements of the New York State General Municipal Law.
- Providing any necessary guidance to the Town in selecting a qualified contractor.
- Providing daily on-site construction management/oversight services to ensure the use of best construction practices.
- Providing any necessary soil or construction material testing.
- Attending monthly Town Board meetings, as requested, in order to keep the Town Board updated on project progress.
- Maintaining a direct line of communication with the Town Supervisor to address any issues that may arise during the project.

## Minimum Qualifications

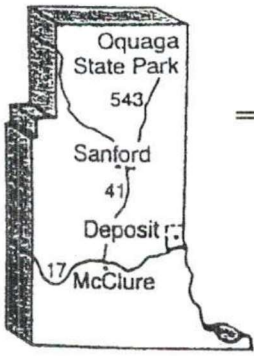
The minimum qualifications for the selected individual/firm will include:

- Licensed Professional Engineer in good standing
- Extensive experience in design and construction of state, county, and municipal highway facility projects.

## Responses

Each response to this request shall contain the following information:

- A general description of how the applicant meets the Minimum Qualifications
- Anticipated Project Scope of Services for the new highway facility
- The resumes of all persons reasonably expected to perform services for the Town under submitted proposal
- A list of highway facility projects completed within the last ten (10) years and cost of construction.
- The name, mailing address, e-mail address and telephone number of three references for which the applicant has performed the same or similar services. At least one reference should be from a municipality.
- Statements of the total fees to provide all of the work set forth in each individual Area of Work, and a further statement of the total combined fee for all services proposed.



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Please Note: Any proposal received by the Town that fails to provide bids for all of the Areas of Work listed above shall be deemed incomplete and will be rejected.

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## Deadline for Submission

The deadline for submission is Noon on Friday, March 8<sup>th</sup>, 2024. Hard copies of each proposal must be received by the Sanford Town Clerk on or prior to the deadline. Proposals may be delivered in hand, or by mail, in a sealed envelope marked "Highway Facility Proposal" to Sanford Town Hall, Attention: Town Clerk, 91 Second Street, Deposit, NY 13754. Bids submitted electronically WILL NOT be accepted.

All submitted proposals must remain valid and in effect for at least a period of sixty (60) days from the deadline for submission.

## Contacts

-If you have any questions regarding this Request for Proposal or to schedule a site visit please contact: Town Supervisor, Kenneth R. Wist, [supervisor@townofsanfordny.com](mailto:supervisor@townofsanfordny.com), 607-321-3638.

## Selection

The Town shall select an engineering firm based upon a combination of factors, such as:

- Responsiveness and comprehensiveness of the response to this RFP;
- Past experience with similar projects;
- Approach to serving the Towns' needs;
- Information obtained from references: and
- The proposed cost to perform the scope of services in any or all of the listed Areas of Work

The Town reserves their right to examine any other factors or criteria and take the same under consideration. The Town further reserves their right to award a contract to any proposer for all, some or none of the above-listed Areas of Work, or to reject any proposer despite its compliance with the factors and criteria outlined herein if the Town determines that doing so would be in its best interest.

"An Equal Opportunity Employer"