

**VILLAGE OF CANASTOTA  
REQUEST FOR PROPOSALS**

**Engineering Services for Village of Canastota  
Ball Avenue Storm & Sanitary Sewer Project**

**Proposals Due  
July 31, 2024  
4:00 P.M.**

**SUBMIT PROPOSALS TO:**

**VILLAGE OF CANASTOTA  
VILLAGE ADMINISTRATOR  
205 SOUTH PETERBORO STREET  
CANASTOTA, NEW YORK 13032**

## **INSTRUCTIONS AND INFORMATION**

### **Read all documents contained in the proposal specifications.**

- Proposals for **Engineering Services for the Village of Canastota Ball Avenue Storm & Sanitary Sewer Project** will be received in the Village of Canastota, Office of the Village Administrator, 205 South Peterboro Street, Canastota, New York 13032, on or before **4:00 P.M., July 31, 2024**. Proposal forms and specifications are attached hereto.
- The Village of Canastota official proposal documents are obtained from the Village Offices at the above-referenced address.
- Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications.** It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.
- Proposers shall indicate, on the outside of their proposal, the following information:
  1. **ENGINEERING SERVICES FOR VILLAGE OF CANASTOTA BALL AVENUE STORM & SANITARY SEWER PROJECT**
  2. **July 31, 2024 at 4:00 P.M.**
  3. **[COMPANY NAME]**

*Failure to do so may result in rejection of the proposal as being unresponsive.*

- **The following forms are necessary to be submitted as a proposal, as well as any additional forms requested in the detailed specifications:**
  1. **Proposer Information/Acknowledgment Form**, completed, signed and dated.
  2. **Non-Collusion Affidavit**, completed, signed and dated.

*It is not necessary to submit your copy of the technical specifications with the proposal. They should be retained by the proposer for its records.*

- **Proposers must submit one (1) original, plus five (5) copies** of their Proposal, unless otherwise stated in the specifications. The original **must be clearly marked**. All proposals must be filled in ink or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by whiteout or cross out and have not been initialed and/or dated will be rejected as unresponsive.

- No proposer may withdraw a proposal within one hundred and twenty (120) days after the actual date proposals are due.
- Should the proposer find discrepancies or omissions in the specifications, it shall notify the Village Administrator at once. The Village of Canastota will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any proposer by any person or persons.
- The Mayor of the Village of Canastota, and/or their designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum.
- Written questions and inquiries concerning this Request for Proposals shall be addressed to the Village Administrator via email at [village@canastota.com](mailto:village@canastota.com), via telephone at (315) 697-7559, or by visiting the Village Offices located at 205 South Peterboro Street, Canastota, New York 13032, **on or before the date and time stated in the Request for Proposals documents.**
- References in the specifications to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the proposer in interpreting the type and quality of materials or supplies or nature of work desired. Such descriptions should not be construed as excluding proposals on other types of materials and supplies or for performing the work in a manner other than specified, providing that the materials and supplies and manner of performing the work offered are of equal quality to that specified and equally acceptable to the Village of Canastota for its purposes. Exceptions must be clearly stated.
- The Village of Canastota Village Board of Trustees reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Village of Canastota.
- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Village of Canastota, based on, but not limited to:
  - Approach to the project;
  - Experience in meeting the needs of the project (examples should be submitted with the proposal);
  - Experience working with other entities (references must include client name, contact person, phone number and description of project);
  - Ability to provide services in a timely manner, meeting established project deadlines, including a strategy of key activities and ability to meet target schedule;
  - Proposed cost;
  - And, who has demonstrated judgment and integrity, is of good reputation, experience in their work, whose record of past performance in the trade is

established as satisfactory, and whose financial status is such to provide no risk to the Village of Canastota in its contractual relations.

- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Village of Canastota, State of New York.
- A contract shall not be assignable by the contractor in whole or in part without the written consent of the Village of Canastota.
- All or any department within the Village of Canastota may participate in this contract. Each ordering agency shall be invoiced directly for their orders and shall receive shipments at their designated locations.
- **NOTE: VARIATIONS AS STATED IN THE REQUEST SPECIFICATIONS TAKE PRECEDENCE OVER THIS INSTRUCTIONS AND INFORMATION SECTION.**

**REQUEST FOR PROPOSALS  
FOR  
ENGINEERING SERVICES FOR VILLAGE OF CANASTOTA  
BALL AVENUE STORM & SANITARY SEWER PROJECT**

**Background:**

The Village of Canastota is enabled to request engineering services for the completion of municipal projects.

The Village of Canastota is a village located within the Town of Lenox in Madison County, New York. It has a population of about 4,556 residents. The Village of Canastota encompasses approximately 3.3 square miles.

The Village of Canastota is anticipating a potential drainage and sewer rehabilitation project on Ball Avenue located within the Village. Ball Avenue is a 417 foot by 19 foot dead-end residential street which begins at the intersection with Spencer Street, within the Village of Canastota, and terminates at Canastota Creek.

The Village of Canastota is seeking proposals for storm and sanitary sewer engineering services for Ball Avenue, Canastota, New York. Any engineer/engineer firm interested in submitting a proposal may contact the Village Administrator at (315) 697-7559 or [village@canastota.com](mailto:village@canastota.com) to schedule a meeting and tour of the site.

**Request for Proposals:**

This Request for Proposals seeks a NYS-licensed engineer/engineer firm to provide professional engineering services for a drainage and sewer rehabilitation project on Ball Avenue in the Village of Canastota.

**Scope of Work:**

The successful proposer shall address the following scope of work:

1. Provide engineering services for the planning and development of a project to address drainage issues on the North and South sides of Ball Avenue, Canastota, New York, specifically concerning the storm and sanitary sewer located there.

**Timeline:**

The Village anticipates selecting an engineer/engineer firm within 30 days of the closing date. The selected engineer/engineer firm may be required to execute a contract and provide services immediately after selection.

**Cost Proposal – Rates and Estimated Amounts:**

The cost proposal should be in the form of hourly rates and estimated hours by job title for assigned staff. The cost proposal should also include rates for reimbursable expenses.

**Payment:**

Payment will be via a Village contract for professional services.

**Subcontractors:**

The proposer is required to identify any subcontractors to be utilized. The proposer should present the subcontractor’s qualifications and expertise as related to the Scope of Work.

**Minority and Women-Owned Business Enterprises (MBE/WBE):**

Proposal from or including minority- and women-owned businesses are encouraged. Proposals from or including MBE/WBE should identify the MBE/WBE.

**Insurance Coverage:**

The following kinds and amounts of insurance shall be procured and maintained by the engineer/engineer firm throughout the duration of services:

1. Workers’ Compensation Insurance in the amounts required by law to provide protection for employees of the engineer/engineer firm in the event of job-related injuries.
2. Commercial General Liability Insurance having a combined single limit of \$1,000,000 for bodily injury and property damage resulting from any one accident.
3. Professional Liability or Errors and Omissions Insurance having limits of \$1,000,000 per claim and \$1,000,000 aggregate liability, including contractual liability.
4. Umbrella Liability Insurance having a limit of \$1,000,000 for personal injury and property damage resulting from any one occurrence.

For Items 2-4 of this section, the Village must be named an additional insured with such coverage to be primary and non-contributory. The selected engineer/engineer firm shall provide the Village with current Certificates of Insurance showing the required limits and terms. The Certificates shall also provide for thirty (30) days’ written notice by the insurance company prior to cancellation or material change in policy coverage.

**Terms of Award:**

The Village reserves the right to reject any or all proposals, or to cancel in whole or in part

this Request for Proposals, if determined by the Village Board of Trustees to be in the Village's best interest. The Village also reserves the right to award to multiple engineers/engineering firms responding to this Request for Proposals, if it is in the best interest of the Village.

The Village reserves the right to accept any submittal and/or parts thereof or to waive any irregularities in the submissions if it is determined to be in the best interest of the Village.

The Village reserves the right to negotiate the scope of services, costs or other terms and conditions with any engineer/engineer firm submitting a proposal.

As set forth herein, this Request for Proposals does not bind the Village of Canastota to award any contract or to pay any costs incurred by proposers in the preparation of proposals responding to this Request for Proposals.

The award of a contract is contingent upon the successful execution of the formal contract agreement.

### **Submitting Proposals:**

Proposals must contain:

Section I: A detailed statement of qualifications demonstrating ability and capacity to provide the services. The statement of qualifications should include education, professional training and experience of all participating staff. The statement should also include a listing and summary of similar professional services provided to municipal governments.

Section II: A cost proposal including hourly rates by job title, estimated total hours to complete the scope of services, and rates for reimbursable expenses.

Section III: Contact information for three professional references. References related to services provided to the municipalities for engineering projects are preferred.

One (1) original and five (5) copies of the proposal must be received by the Village Administrator on or before 4:00 p.m. on July 31, 2024. All proposals must be submitted to:

Jeremy Ryan, Village Administrator  
Village of Canastota  
205 South Peterboro Street  
Canastota, New York 13032

The outside of the proposal envelope must be clearly marked with the following information:

1. ENGINEERING SERVICES FOR VILLAGE OF CANASTOTA BALL AVENUE STORM & SANITARY SEWER PROJECT
2. July 31, 2024 at 4:00 P.M.
3. [COMPANY NAME]

**Questions:**

Questions regarding this Request for Proposals must be submitted to Jeremy Ryan, Village Administrator, at the Contact Information listed herein. Questions must be submitted no later than 4:00 p.m. on July 24, 2024.

**Selection:**

Upon receipt of proposals, the Village will review each proposal and recommend an engineer/engineer firm for approval. The Village may request additional information from a proposer. Proposers should also be available for interviews.

Selection of the engineer/engineer firm will be based on, but not limited to, the following criteria:

- Approach to the project;
- Statement of qualifications and experience with similar engineering projects (examples should be submitted with the proposal);
- Cost proposal in the form of hourly rates, estimated total hours, reimbursable rates and capacity to provide services within the stated timeline;
- Experience working with other entities (references must include client name, contact person, phone number and description of the project);

Also taken into consideration will be proposers' judgment and integrity, reputation, past performance in the trade and financial status.

**Contract:**

The Village will execute a contract for services with the selected engineer/engineer firm. Proposers are advised that should this Request result in a recommendation for award of contract, the contract will not be in effect until it is approved and fully executed by the Village of Canastota Board of Trustees.

The Village reserves the right to negotiate terms of the contract with the selected engineer/engineer firm and to move to the next ranked proposer if an agreement is not negotiated and executed in a timely manner.

Further, this Request for Proposals does not commit the Village of Canastota to award a contract, to pay any costs incurred in the preparation of a proposal for this Request, or to



procure or contract for services. The Village of Canastota reserves the right to accept or reject any or all proposals received as a result of this Request or to modify or cancel in part or in its entirety the Request if it is in the best interest of the Village to do so.

Regulations regarding competitive bidding may apply, and it is possible that a contract award will not be made based solely on cost.

**Contact Information:**      **Jeremy Ryan, Village Administrator**  
Village of Canastota  
205 South Peterboro Street  
Canastota, New York 13032

Telephone: (315) 697-7559  
Email: [village@canastota.com](mailto:village@canastota.com)

**VILLAGE OF CANASTOTA**

**Proposer Information/Acknowledgment Form**

The undersigned, having carefully examined the appropriate specifications for the Request for Proposals for Engineering Services for the Village of Canastota Ball Avenue Storm & Sanitary Sewer Project as issued by the Village of Canastota, dated July 31, 2024, does hereby agree to furnish and deliver to the Village of Canastota, New York, the services required at the price(s) indicated:

**Full Legal Name of Proposer Submitting Proposal:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_  
\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Web Address:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Name of Authorized Official Submitting Proposal:**

\_\_\_\_\_  
(Please Print or Type)

**Signature of Authorized Official Submitting Proposal:**

\_\_\_\_\_  
(Please Print or Type)

**Date:** \_\_\_\_\_

**NOTE:** By signing and submitting this proposal for consideration by the Village of Canastota, the proposer acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

**Non-Collusion Affidavit**

**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR THE VILLAGE OF CANASTOTA BALL AVENUE STORM & SANITARY SEWER PROJECT**

**As required by Section 103-d of the New York State General Municipal Law, the proposer certifies under the penalties of perjury that:**

- (a) "By submission of this Non-Collusion Affidavit, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
  - (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."

Signed: \_\_\_\_\_

By: \_\_\_\_\_  
(Title of Signer)

Date: \_\_\_\_\_

Proposal submitted by: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_