



VILLAGE OF NELSONVILLE  
258 MAIN STREET, NELSONVILLE, NEW YORK 10516, P:(845) 265-2500

**Request for Proposal (RFP)  
RFP #2023-1**

**ENGINEERING, DESIGN AND CONSTRUCTION OVERSIGHT SERVICES**

**Introduction**

The Village of Nelsonville, NY is seeking proposals from qualified engineering firms to provide engineering, design and construction oversight services for the design, repair and construction oversight for multiple roads / facilities damaged as a result of flooding during the July 9<sup>th</sup>-10<sup>th</sup>, 2023 event.

**OBJECTIVES:**

- Provide design for in-kind repair utilizing codes and standards that are applicable for damaged roadways and facilities as a result of July 2023 flooding events.
- Provide design to include in-kind repair as well as resiliency utilizing current codes and standards.
- Design to lessen the likelihood of repetitive damage to damaged facilities.
- Provide construction oversight to include competitive bidding and procurement that will be in-line with federal, state and local procurement policies.
- Provide proof of firm qualifications to accomplish the proposed work based on past performance.

**SCOPE OF WORK:**

The selected engineering firm will be responsible for the following services:

1. Site assessment and feasibility studies.
2. Detailed design for in-kind repair as well as mitigation design (two separate cost estimates).
3. Structural, mechanical, and electrical engineering design.
4. Design using applicable codes and standards.
5. Construction oversight and quality assurance.
6. Compliance with local building codes and regulations.
7. All procurement requirements associated with work contracted.

## **RFP SCHEDULE:**

The following schedule shall be used for activities related to this RFP:

|                           |                                |
|---------------------------|--------------------------------|
| Announcement:             | August 16 <sup>th</sup> , 2023 |
| Questions / Comments Due: | August 23 <sup>th</sup> , 2023 |
| Proposal Deadline:        | September 1, 2023 at 12:00 PM  |

All questions should be submitted via email to: [Mayor@nelsonvilleney.gov](mailto:Mayor@nelsonvilleney.gov)

The Village reserves the right to modify this schedule as deemed necessary. All proposal submissions not received by the deadline shall be deemed non-responsive and rejected. The Village reserves the right to reject any proposal that it feels does not respond to items below.

## **PROPOSAL REQUIREMENTS:**

Each proposal shall include:

- 1) Summary of company background and corporate contact information including primary contact name, address, telephone number, and email address
- 2) Registration on SAM.gov providing assurance of non-debarment and eligibility to be awarded contracts using federal funding.
- 3) Certificate of insurance showing evidence of the following minimum coverage:
  - Worker's Compensation – statutory limits
  - General Liability - \$1 million
  - Professional Liability - \$1 million minimum
- 4) Price sheet including hourly rates and engineering labor categories.
- 5) Resumes of all staff proposed.
- 6) Any relevant corporate certifications and registrations.

## **PROPOSAL SUBMISSION(S):**

1. Submit one (1) electronic version of the statement of qualifications via the email provided.
2. Submit two (2) identical copies of the statement of qualifications via mail, one original and one copy.
3. An original signature must be included on the respondent's electronic and original copy.
4. Qualifications received via mail after the deadline will be returned to the respondent.
5. Hand-delivered qualifications will not be accepted after the deadline.
6. The Village will not acknowledge or consider qualifications that are delivered by fax.
7. Properly submitted qualifications will not be returned to respondents.
8. The time to develop and submit proposals is at the expense of the firm competing and not the Village.

All email proposals should be submitted to the mayor at: [mayor@nelsonvilleney.gov](mailto:mayor@nelsonvilleney.gov) no later than the date above.

All original proposals will be mailed or delivered to: Village of Nelsonville, 258 Main St., Nelsonville, NY 10516