



TOWN OF NORTH CASTLE

Town Hall - 15 Bedford Road
Armonk, New York 10504

Established 1736

HOWARD B. ARDEN
Supervisor

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REQUEST FOR QUOTATIONS FOR PROFESSIONAL SERVICES TOWN ENGINEER

General Information

The Town Board of the Town of North Castle, New York invites qualified firms or individuals to submit quotations for engineer services as described in the scope of services set forth in this request for quotations (RFQ).

The Town of North Castle is located in Westchester County. According to the U.S. Census, the Town had a population of 11,841 in 2010. Town Hall and government offices are located at 15 Bedford Road, Armonk, NY. A five member Town Board, made up of the Supervisor and four Councilmen elected at large, is the governing body of the Town. The Supervisor's term is two years; the Councilmen's terms are four years. The Supervisor is the Chief Executive Officer of the Town. The Town Board is the legislative body responsible for setting policy, adopting the annual budget, approving contracts and expenditures, and enacting the Town's laws and resolutions.

The Town Board selects the Town Attorney, Town Labor Counsel, Town Prosecutor, Town Engineer, and Town Wetland Consultant, all of whom report to the Town Board and Supervisor. Appointments are at will and are renewable for periods of one year, as determined by the Town Board. These appointments are as independent contractors. All persons employed by a firm in accordance with a contract resulting from this RFQ will be employees of the firm and not of the Town of North Castle.

More information can be found on the Town's website: www.northcastleny.com

Scope of Services

The services required of the Town Engineer include, but are not limited to, the following:

1. TOWN MEETINGS:

- A representative of the engineer shall be available on an as needed basis to attend and participate at meetings with the Town Supervisor, Town Board Members, Town Departments and residents.
- Engineer will furnish, when requested by the Town Board, a representative of the engineer acceptable to the Town Board to be present at regular or special meetings of the Town Board. They shall also attend

and participate in public hearings, executive sessions and special informational meetings when requested to do so by the Town Board.

- A Project Engineer/Manager acceptable to the Planning Board shall be present at all regular and special meetings of the Planning Board, and will also attend and participate in public hearings, executive sessions, field walks, and special informational meetings of the Planning Board.

2. SUPPORT CONSULTATION:

- Engineer will furnish the services of a project engineer/manager to provide day-to-day consultation to the Town Supervisor and Town Board Members, Planning Board Chairman and Members of the Planning Board, Approval and Advisory Boards, Town professionals and all Town Departments to represent the Town in meetings on technical matters with other municipalities or with private interests, and to act as a liaison between the Town and property owners and others interested in the development of properties within the boundaries of the Town.
- Furnish the services of personnel acceptable to the Town Building Inspector to assist the Building Department on an as needed basis. This shall include attendance at meetings with residents and applicants, meetings with Building Department staff and site visits with representatives of the Building Department for those projects determined by the Town Building Inspector to be outside the expertise of the Department, and requiring review by the Engineer.

3. REVIEW OF PLANS:

- Engineer will review submissions to the Town for improvements by property owners and developers, which review shall include SEQRA documents pertaining to engineering related issues, proposed roadways, drainage systems, site grading, erosion controls, parking lots, water, sewer, and utilities for conformance with all rules, regulations, local laws and ordinances adopted by the Town including its Subdivision Regulations, Zoning Ordinance, Flooding, Erosion and Sediment Control Law, Stormwater Management Regulations, Excavation Ordinance and Town Environmental Quality Review Law, as well as conformance with Town Law of the State of New York regarding Subdivisions and Site Plan Approvals, the State Environmental Quality Review Law and the State Wetlands and Drainage Law and any other ordinances of the Town or municipal authority having jurisdiction thereof that has reasonable application to the proposed plans being reviewed.
- Engineer shall provide a site plan review of all residential building permit applications before the Planning Board only. The Engineer's review shall be specific to driveway alignment and grades, sight lines at curb cuts, site grading to provide positive drainage away from the residences, slope stabilization, retaining walls, disposition of stormwater from roofs and driveways, surface flows and their impact on adjacent properties and Town roadways, and erosion and sediment controls. Zoning, setback, usage and Building Department related issues shall remain in the purview of the Building department.

- Projects not requiring Planning Board review and approval shall have their site plans reviewed by the Building Department unless specifically requested of the Engineer by the Town Building Inspector or through the RPRC review.
- Engineer shall review all site plan and subdivision applications before the Town Planning Board and special use permits, rezoning applications and fill permit applications before the Town Board. Engineer shall provide a detailed review of engineering related issues in writing to the approval authority upon their request. Furthermore, Engineer shall participate in Field walks with the Boards, attend meetings with the applicants and attend meetings, as applicable, with the Chairperson, Supervisor, or Town Board members at their request.

4. PREPARATION OF PLANS AND SPECIFICATIONS:

- Engineer, at the request of the Town Board, will prepare plans and specifications for capital improvement projects for the Town or special district within the Town, under separate Agreement for which the Engineer shall submit a separate proposal. The term “capital improvement project” shall be defined to mean that proposed project for which a line item has been created in the Town’s municipal budget or for which municipal financing is deemed to be required. Engineer shall provide services in the preparation of plans and specifications and provide inspection and construction management services. Engineer shall also provide other additional services as found necessary by the Town Board.
- Engineer will review plans and specifications for capital improvement projects for the Town prepared by others and aid the Town in obtaining bids for capital improvement projects in accordance with General Municipal Law. Construction management services during the actual construction phase of a building project is deemed an additional service for which a separate proposal would be submitted to Town.
- Engineer shall provide services to the Town to include the preparation of sketches, plans and/or specifications for projects to be performed by Town personnel such as drainage improvements, grading, erosion controls, roadway improvements, and driveway improvements.

5. FIELD INSPECTIONS:

- Subdivision Inspections: Engineer will provide periodic field inspections of construction of new roads, drainage systems, erosion control procedures, grading, guide rails, water, sewer and utilities, witness testing of utilities, conformance with conditions of subdivision approval, as well as compliance with the Town’s Subdivision Regulations, review and recommendations of bond reduction requests, the Flooding, Erosion and Sediment Control Law, Excavation Ordinance as well as conformance with Town Law of the State of New York regarding Subdivision approvals. Inspections performed by the Engineer shall not include safety regulations which are the responsibility of the contractor or inspections required to meet Stormwater Phase II requirements. Stormwater Phase II inspections,

documentation and recording requirements are the responsibility of the applicant's engineer or erosion control specialist hired by the applicant.

- Commercial Site Inspections: Engineer shall also provide field inspections of site and utility improvements constructed, for commercial projects, for their conformance with the project plans approved by the Town Planning Board under Site Plan Approval. Engineer shall inspect the construction of driveways, stormwater systems, grading, erosion controls, parking lots, and utilities.
- Residential Site Inspections: Engineer shall perform inspections of residential site improvements for projects requiring approval by the Town Planning Board, to confirm conformance with the approved site plan for the project. Inspections shall be documented within an inspection report, which shall be prepared for each visit and which shall be retained on file. Engineer shall provide notice to the Building Department of the project's conformance to the approved site plan prior to the issuance of a final Certificate of Occupancy for the dwelling or site improvement compliance. Site visits for residential inspections shall be performed on a set schedule established with the Town Building Department. Inspections shall include the following:
 - a. Erosion controls: An inspection of erosion and sediment controls shall be performed after site clearing and prior to removal of stumps. Inspections shall be made to assure compliance with the approved plans or to request additional measures be installed, if found necessary due to site conditions.
 - b. Rough grading: Upon receipt of a foundation survey, after completion of the foundation and prior to framing, an inspection shall be performed of rough site grading. The inspector shall examine driveway grade, site grading around the dwelling and retaining wall and drainage issues which may develop due to changes in the location and elevation of the foundation.
 - c. Grading/Drainage: Inspection of final grading of the driveway, prior to paving and grading and drainage improvements about the site prior to topsoil and seeding. (Footing drain inspection shall be a function of the Building Department inspection and not included as part of our work).
 - d. Follow-up: Follow-up inspections to ensure erosion controls, driveway, grading, retaining walls and drainage improvements are proceeding as proposed.
 - e. Final inspection: Upon completion of all site improvements and submission of an As-Built survey, a final inspection shall be performed. Notification of compliance with the approved site plan shall be provided to the Building Department prior to issuance of a Certificate of Occupancy or site improvement compliance.
- Town Facilities: Engineer will, at the request of the Town, provide written reports and recommendations to the Town regarding the Town's existing roads, drainage and municipal structures, to be inspected by Engineer upon request, and will provide maintenance and improvement

recommendations to the Town, as well as review of the Town's maintenance procedures to assess their effectiveness. The report of the Engineer will include technical analyses and cost estimates for any recommended improvements.

6. **UPDATING TOWN MAPS:** Engineer will update and maintain the Town's official map. Exceptions are tax maps. Engineer shall maintain files of plans, construction drawings (proposed and as-built) and other information related to utilities, roads, drainage and related improvements, made during the contract period, for reference by Town Departments, property owners, contractors, and the general public.
7. **REVIEW OF TOWN REGULATIONS:** Engineer will review, as requested by Town, existing road standards, zoning ordinances, subdivision regulations, blasting regulations, and environmental regulations and will make recommendations to the Town on any necessary revisions.
8. **BONDS AND PERMITS:**
 - Engineer will review and provide recommendation regarding cost estimates prepared to establish bonding or other acceptable security to Town.
 - Engineer will recommend and direct the issuance of those licenses and permits for which the Town Engineer has been designated the licensing or permit agent, reviewing the proposal for which the license or permit is sought to ensure conformance with sound engineering practices. Exception to wetland permits, which shall be the responsibility of the wetland consultant and refuse and recycling, which shall be the responsibility of Town staff.
9. **EXPERT TESTIMONY:** Engineer will be available to provide deposition or expert testimony when requested to do so by Town.
10. Review and processing of subdivision applications and site plan applications before the Town Planning Board, as well as special use permits, re-zoning and fill permit applications before the Town Board.
11. Review and processing of SEQRA documents or other environmental reports as part of an application before the Planning Board or Town Board.
12. The review of site plans for projects which are before the RPRC.
13. Inspection of subdivision improvements.
14. Inspection of commercial site improvements.
15. Inspection of residential site improvements associated with a Building Department permit.
16. When requested, additional services including capital improvement projects which may include the preparation of plans and specifications and the inspection and management of construction.

Submitting a Quotation

The submitted quotation should address the scope of services described above. Proposals and cost schedule will become part of the contract that is negotiated with the Town. The submission should have consecutively numbered pages and contain the following information, organized in accordance with this list:

- A. **Contact information:** The firm's name, office address, telephone number, fax number and e-mail address of the person or persons authorized to represent the proposer and to whom correspondence should be directed.
- B. **Fee schedule:** A proposal to provide the services as outlined under one of the following fee schedules:
- a. All services will be provided under a monthly retainer fee.
 - b. All services will be provided on a time billed basis without a retainer.
 - c. Services will be provided through a combination of a monthly retainer fee and time billed services.

Please provide the following information:

1. If applicable, the amount of proposed retainer and description of matters included in the retainer.¹
 2. If applicable, the hourly rate for all of the individuals who may be working with the Town of North Castle, and the description of matters that will be billed hourly.
 3. Describe any services listed in this RFQ which you would not be able to provide and the arrangements you propose to provide such services.
 4. Identify your billable in-house expense items and the amounts you propose to bill for them.
- C. **Qualifications:** Please provide the following information:
1. Describe your firm's background and history; include number of years in business and describe your firm's training and experience in municipal services.
 2. Name the individual(s) from your firm whom you propose will provide the outlined professional services to the Town. If you are a sole practitioner, please identify any other individual you would expect to use as backup or for specific areas of expertise. Provide the following for each:
 - a. Professional certification(s);
 - b. Description of education (including name of educational institutions, degrees conferred, and year of each degree);
 - c. Professional background and professional associations;
 - d. Particular areas of expertise and training.
 3. Provide reference contact information for three clients for which services have been provided in the last three years, at least one of which should be a municipal client. Please include the contact person's name, office address, phone and fax numbers, and email address.
 4. Describe how you will keep the Town Board and the Supervisor informed about the status of matters. Describe your procedures for

¹ The Town does not consider it appropriate to bill for research or other work billed to another client, for more than one individual for consultations among individuals in the same firm, for travel time between an individual's home or office and locations in Westchester County, or for other travel time not devoted to preparation for or other work on Town matters.

assuring that Town representatives will be able to contact and consult with you, or another qualified professional in the same firm who is familiar with Town matters, on an as needed basis.

5. List all clients that could potentially pose a conflict of interest with your services to the Town of North Castle, e.g. persons or entities doing business with or having relationships with the Town of North Castle. Describe your procedures for identifying and resolving conflicts of interest.

6. What is the amount of your professional liability insurance? Identify your professional liability insurer and its rating by Best Insurance Digest.

D. **Additional Information:** Any other information that you feel is applicable to the evaluation of the quotation or of your qualifications for providing the professional services specified. You may use this section to address those aspects of your services that distinguish your firm from other firms.

One original and five copies of the quote must be received no later than noon on Tuesday, January 31, 2012. Quotes are to be sent to:

Howard Arden, Town Supervisor
Town of North Castle
15 Bedford Road
Armonk, NY 10504

Quotes should be marked "Town of North Castle Town Engineer RFQ." Facsimile proposals will not be accepted. Additionally, please email an electronic copy of your proposal in PDF format to Town Supervisor Howard Arden (harden@northcastleny.com). Submissions received after the deadline may be disqualified.

Evaluation and Selection Process

The following information will be taken into consideration during the evaluation process:

1. Cost of providing services.
2. Qualifications identified in the quotation.
3. Local availability, support staff, and range of services offered.
4. Workload capacity and level of experience commensurate with the level of service required by the Town.
5. Professional reputation for providing high-quality services and ability to work cooperatively with the Town Board, Town Supervisor, Town Clerk, and department heads.
6. Sound judgment, integrity, and reliability as determined by references provided.
7. Interview with the Town Board as required.

The Town may seek clarification of submitted quotations and additional evidence of abilities prior to selection. The Town may invite one or more applicants to be interviewed by the Town Board.

The Town Board will choose a finalist with whom to negotiate a contract. A contract between the Town of North Castle and the selected individual or firm will define the extent of services to be rendered and the method and amount of compensation. The contract will be executed upon Town Board approval.

The acquisition of professional services is exempt from a formal bidding process under New York State Law. The selection of the service provider will be at the sole discretion of the Supervisor and Town Board.

Additional Information

Questions regarding this RFQ should be directed to:

Howard Arden, Town Supervisor
(914) 273-3001
harden@northcastleny.com

The Town of North Castle is not liable for any costs you incur in the preparation and/or presentation of the proposal.

The following schedule for this RFQ is anticipated:

- I. RFQ Issued – Monday, January 23, 2012
- II. Deadline for quotations – Tuesday, January 31, 2012 by noon
- III. Interviews of potential candidates – Early February
- IV. Award and negotiation of contract – Late February