**TOWN OF NICHOLS**

**REQUEST FOR PROPOSALS**

The Town of Nichols is soliciting proposals from qualified engineering firms for assistance in the following:

Project Description

The objective of the project is to restore a failed stream embankment to its pre-existing condition. The slope is located on Hunts Creek just downstream of the intersection of Depot Road and Hunt Creek Road in the Town of Nichols, New York. The Town was awarded disaster relief funds from FEMA and the project is identified as DR4472NY-Project 132123. The Town has the following focus points for the restoration project:

* Prepare and provide the Town of Nichols with engineering and environmental services, reports and design plans for the project.
* Represent the Town in interactions with FEMA and State officials for project approval and funding requirements, including administrative services and record keeping as required by FEMA.
* Provide overall management of the project, including receipt of documents and submissions, coordination with the community, and all other associated engineering and project management services required by FEMA
* Conduct all other engineering and planning services required and requested by the Town to see the project through to a timely completion.

Project Schedule

While the Town does not have a formal project schedule, the Town considers this project a top priority and seeks project completion in the early part of 2023. The Town must comply with FEMA and State funding requirements and all activities must be completed in accordance with project deadlines, which have already been extended.

Submittal Content

The proposal must be organized in sections containing the following information:

* Description of Firm.Describe your firm's structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
* Experience.Briefly describe other projects executed by your firm that demonstrate relevant experience. Also list all public sector clients for whom you have performed similar work in the past five years and any projects you have performed for the Town of Nichols. For each project mentioned, include the name, address, e-mail address and phone number of a person who can be contacted regarding your performance on the project.

* Personnel.Provide a professional resume for the key people proposed to be assigned to the project (including all sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
* Project Approach.Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project. Describe your plan for complying with all applicable M/WBE requirements.
* Project Schedule.Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of personnel to be assigned to project. The schedule should reflect realistic activity durations.
* Disclosure.Disclose all claims of substandard work, unethical or illegal practices, and/or debarment or suspension from State- or Federally-funded projects, and provide documentation as to the resolution of these matters. Your firm must not be suspended or debarred from participation in State- or Federally-funded projects

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Submittal

Proposals will be ranked by the Town based on qualifications. Firms will be evaluated on the basis of the following factors:

* + Experience with the Town of Nichols
  + Experience working with FEMA and State officials
  + Relevant similar project experience
  + Qualifications of project team
  + Familiarity with the area and the project
  + References
  + Adequate staffing and resources

The selection committee will be the Town Board of the Town of Nichols. The Town of Nichols expects to evaluate proposals and provide written notification within fourteen (14) days of receipt of proposals. The Town may submit written questions and requests for clarification, and may conduct interviews. If interviews are held, they will be scheduled within two (2) weeks of short-list notification. The Town of Nichols reserves the right to reject any or all proposals, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any proposals which the Town deems to represent the prudent and economical expenditure of the public monies for the benefit of the Town’s inhabitants by securing the maximum quality.

Equal Opportunity/ Affirmative Action Employer

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, national origin or any other protected characteristic. The Town of Nichols encourages M/WBE firms to submit.

Additional Information

Questions regarding the project may be directed to:

Esther Woods, Town Supervisor

Nichols Town Hall

54 East River Road

PO Box 359

Nichols, New York 13812

607-242-4992

Nichols-Supervisor@stny.rr.com

This RFP and associated documents and services shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, or related to this RFP and associated documents and services shall be venued in the Supreme Court of the State of New York in Tioga County.