

TOWN OF PLATTSBURGH
Professional Planning, Codes, Engineering, and Consulting Services
Request for Qualifications (RFQ)

Notice is hereby given that the Town of Plattsburgh, New York, County of Clinton is issuing a request for qualifications and proposals for professional Planning, Zoning, Building Codes and Enforcement, Engineering, Community Development, and Economic Development consultant services for the Town of Plattsburgh's Codes & Zoning and Planning & Community Development Departments.

The Proposals must be submitted sealed with the submittal title of Professional Planning, Codes, and Consulting Services to the Town Clerk of the Town of Plattsburgh, 151 Banker Road, Plattsburgh, NY 12901 no later than **2:00 PM on December 10th, 2024**. Digital copies of each proposal must also be emailed to the Planning & Community Development office (jessicak@townofplattsburgh.org) no later than **2:00 PM on December 10th, 2024**. Facsimile copies will not be accepted. The Town reserves the right to reject any and all proposals.

Additional information and specifications for interested firms may be acquired by contacting the Planning & Community Development Department (518)-562-6852 during normal business hours. The specifications may also be viewed at <https://www.townofplattsburgh.com/public-notice/>.

By order of the Town Board

Dated: October 17, 2024 /s/ Katie Kalluche, Town Clerk
Town of Plattsburgh

Please publish on or before: October 24th, 2024



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM
DEPT. LINE: (518)-562-6850
FAX: (518)-563-8396
TDD: (800)-662-1220

SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

Notice is hereby given that the Town of Plattsburgh, New York, County of Clinton is issuing a request for qualifications and proposals for professional services encompassing Planning, Zoning, Building Codes & Enforcement, Engineering, Economic Development, and Community Development consultant services for the Town of Plattsburgh's Codes & Zoning and Planning & Community Development Departments as outlined in the *SCOPE OF SERVICES* section of this request.

Proposals shall be submitted by qualified firms within, or that serve, the State of New York, and shall address the topics described below.

1. Objective

The Town is currently reviewing services of firms providing Professional Engineering and other Professional Consulting services related to planning, zoning, building code & enforcement, economic development, and community development. The firm(s) selected by the Town Board will act as Consultant to the Town Planning and Codes Departments.

2. Scope of Services

Services include, but are not limited to:

- Land surveys, studies, reports, design, specifications and bid documents, construction inspection, grant applications, project or construction management and administration for highway projects, traffic analysis, water, wastewater, stormwater and environmental projects, zoning analysis, and related planning & engineering services as well as community and economic development consulting.

3. Compensation

The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties. It should be understood that certain fees come as charge backs from the Town to various developers. It should also be understood that invoices are processed twice per month by the Town of Plattsburgh Business Office in accordance with the meeting schedule of the Town Board. All invoices must be submitted with no less than a Net 30 payment term to accommodate the Town's payment cycle.

4. Term of Agreement

It is intended that his agreement will be for a duration of two years, ending on 12/31/2026. The agreement for services may be terminated by either party by thirty days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non- exclusive and allows the Town to obtain services from other providers if, for any given project, it determines such services to be necessary.

5. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire, and continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and save harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

6. Experience and Qualifications

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 2. The proposals will be evaluated on knowledge, experience, and success of these similar services.

The following information shall be provided on your firm:

- a. Certification that your firm provides services to Municipal Clients.
- b. Brief history of your firm including the length of time your firm has been providing services.
- c. Statement of experience and qualifications of key staff.
- d. Description of work performed, and services provided, by your firm for other municipalities, companies, and organizations.
- e. List of completed municipal projects with a brief description of the project including costs, dates, and references.
- f. List of other pertinent projects that demonstrate ability to provide services requested in Section 2.

7. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town, relation to Town of Plattsburgh employees or officials, or other work being done by your firm with others doing business in the Town of Plattsburgh.

8. Proposal Submission Information

The Town of Plattsburgh is an equal opportunity provider and employer.

Submission Date and Time: December 10th @ 2:00pm.

Hard copies: One (1) original & Two (2) copies delivered by mail or in person to Town Clerk

Emailed digital copy to jessicak@townofplattsburgh.org (Jessica Kogut, Senior Planner)

Submit the 3 Hard Copies to:

Katie Kalluche, Town Clerk
Re: Professional Planning, Codes, and Consulting Services
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

Clearly mark the submittal with the title of this RFP: Professional Planning, Codes, Engineering, and Consulting Services and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered. Only complete responses will be considered. Facsimile responses will not be accepted.

9. Interviews

The Town of Plattsburgh reserves the right to conduct interviews of any or all respondents to this RFQ after the submittal deadline and prior to the execution of any or all contracts.

10. Rejection of Proposals

The Town reserves the right to reject any or all proposals. The Town reserves the right to reject any proposal if the evidence submitted by, or investigation of such respondent, fails to satisfy the Town that such respondent is properly qualified to conduct the obligations of the RFQ and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFQ.

11. Additional Service Providers and Subcontractors

The Town of Plattsburgh reserves the right to contract or subcontract with any additional firms, subcontractors, or service providers within the 2-year contract period in order to conduct Town business as needed, and to meet grant requirements such as MWBE and SDVOB utilization.