

LEGAL NOTICE

REQUEST FOR PROPOSALS for MISCELLANEOUS ENGINEERING SERVICES TO CORTLAND COUNTY HIGHWAY DEPARTMENT

**TWO-YEAR TERM
2013 - 2014**

The **Cortland County Highway Department** is requesting proposals from engineering firms for providing miscellaneous professional engineering services for various projects planned by the Department. This solicitation is not project specific. The firm selected may be requested to provide services on an as needed basis for projects involving typically the following:

- Highway rehabilitation and reconstruction work
- Bridge rehabilitation and reconstruction work
- Bridge foundation scour assessment and recommendation
- Soil boring, sampling, testing, analysis, and field testing
- Soils and foundation suitability analysis including dams, bridges, buildings and deep foundations
- Structural Analysis and Design, including Level I bridge load ratings
- Highway drainage analysis and design
- Traffic Engineering
- Field and office surveys
- Highway Right Of Way acquisition
- Building and highway facility engineering
- Environmental analysis, recommendation, documentation and reporting including groundwater monitoring, sampling, testing and reporting
- Hydraulic analysis and design, including dams, bridges, culverts, storm sewers and detention basins
- Stormwater management analysis, design and permitting
- Highway pavement analysis and design
- Construction engineering and inspection
- Granular material sampling, testing, analysis, and field compaction testing
- Landfill Liner System Design and Construction;
- Landfill leachate collection and disposal including sewer line transmission of leachate from landfill sites to off-site treatment facilities;
- Landfill Closures including partial closures of active landfill facilities;
- Landfill gas collection and landfill gas to energy facilities;
- Carbon credit planning and assistance;
- Solid Waste Management Plans;
- Recycling and transfer station facilities;
- Household Hazardous Waste Collection Facilities;
- EPA GHG reporting rule for landfills;
- Landfill Stormwater management and reporting;
- Yard waste and food waste composting; and
- Waste screening and landfill operational assistance including airspace analyses, annual report assistance.
- Provide technical assistance to County regarding B.U.D. material acceptability.
- Preparation of preliminary through final plans

- Providing project bidding documents
- Attendance at meetings with the County, other parties and the public relating to projects
- Telephone, fax, email, and written consultation, as required by the County

The firm shall also summarize their involvement in solid waste associations and relationship with the NYSDEC Division of Materials Management Region #7(former Division of Solid and Hazardous Materials).

Engineering Firms submitting proposals under this Request for Proposals (RFP) should therefore represent as completely and succinctly as practicable the firm's experience in all of the above referenced typical services.

The intent of the County of Cortland is to execute one contract agreement with a selected Consultant to provide said engineering services on a continuing basis over a two-year period. The County of Cortland may assign individual projects to the selected Consultant periodically through the term of the contract. The County of Cortland reserves the right to stop assigning projects to the selected Consultant at any time and to select other Consultants for specific projects on a case-by-case basis. The County of Cortland reserves the right to make awards in the best interest of the County.

To be considered for selection, interested firms should submit the following:

1. Name and overall size of firm and office to provide services.
2. The business address of the office that will provide engineering services.
3. The names, qualifications and resumes of essential personnel designated to provide services.
4. Identification of project manager for this contract.
5. Discussion of recent projects related to the specific engineering services enumerated within this RFP, including any innovative and economical engineering design approaches.
6. A complete, current listing of standard hourly rates for personnel that may provide services for this contract.
7. A listing of all subcontractors, subconsultants or associate consultants that may supply services for this contract.
8. Completed federal form SF-330 for the prime, associate and subconsultant firms.
9. Submission of Anti-Discrimination Clause and Non-Collusive Bidding Certificate.
10. A listing of the firm's experience with term agreements of a similar nature, especially with other municipal clients located in New York State.
11. Executed "MASTER AGREEMENT".
12. Verification that the following Cortland County insurance requirements will be met by submitting a standard Certificate of Insurance.

The COUNTY requires the following insurance coverage and amounts:

- (A) Comprehensive General Liability, including personal injury coverage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate and property damage coverage in the amount of \$500,000.00 per occurrence and \$1,000,000.00 in the aggregate.*
- (B) Automobile coverage with a combined single limit of \$1,000,000.00.*
- (C) Statutory Worker's Compensation Disability Coverage, and Unemployment Insurance.*
- (D) Professional Liability Insurance in the amount of \$1,000,000.00 where applicable.*

The CONTRACTOR shall submit at the time of the execution of this agreement, certificates of insurance properly executed by an authorized representative of its insurance underwriter, evidencing such insurance policies to be in full force and effect, naming the COUNTY which

shall assume to include its officers, employees, agents and representatives as additional insured. The certificates of insurance shall name specifically "Cortland County, 60 Central Avenue, Cortland, New York 13045" as an additional insured.

Notice of termination of any such policies must be provided to the COUNTY at least ten (10) days in advance. CONTRACTOR shall, on or before this 10-day period, provide the COUNTY with a prospective Certificate of Insurance with the above coverage and limits for the balance of the term of this agreement.

All insurance coverage required to be purchased and maintained by the CONTRACTOR under this agreement shall be primary for the defense and indemnification on any action or claim asserted against the COUNTY and/or the CONTRACTOR for work performed under this agreement, regardless of any other collectible insurance or any language in the insurance policies which may be to the contrary.

Any accident shall be reported to the COUNTY as soon as possible and not later than twenty-four (24) hours from the time of such accident. A detailed written report must be submitted to the COUNTY as soon thereafter as possible and not later than three (3) days after the date of such accident.

All Proposals in response to this RFP must be submitted in triplicate by 2:00 p.m. on October 26, 2012 via one of the following delivery options:

- Hand delivery to: Office of the Cortland County Superintendent of Highways, 4267 Traction Drive, Cortland, NY 13045.
- Overnight or Express mailed to: Cortland County Superintendent of Highways, 4267 Traction Drive, Cortland, NY 13045.
- Regular mail to: Cortland County Superintendent of Highways, 60 Central Avenue, Cortland, NY 13045.

Firms must provide additional information upon request by the County. Firms may be requested to make a presentation to the Selection Committee upon request by the County. A firm's failure to do either, when requested to do so by the County, will be cause for the County to disqualify such firm from consideration for the work contemplated by this RFP.

October 4, 2012

Donald R. Chambers
Superintendent of Highways
County of Cortland
60 Central Avenue
Cortland, N.Y. 13045