



**INCORPORATED VILLAGE OF GARDEN CITY
DEPARTMENT OF PUBLIC WORKS
351 STEWART AVENUE
GARDEN CITY, NEW YORK 11530-4528**

October 19, 2023

**Re: Request for Qualification
2023 Transportation Alternatives Program (TAP)
Garden City, New York 11530**

Introduction

The Incorporated Village of Garden City, New York (the "Village"), is currently seeking qualifications from individuals and entities authorized to do business in the State of New York to provide to prepare one or more applications for the funding of pedestrian access and safety projects. Work may include identifying potential projects, obtaining project data and performing any other investigations, developing programmed project cost, preliminary evaluation of right of way needs, schedule of project implementation, preparing funding application and any other information pertinent to improving chances for funding under TAP. The application development and any cost associated with the preparation of the application document(s), gathering field data and identifying the appropriate pedestrian treatments by the selected firm will be completed at no cost to the Village. If funding is received to implement the project(s), the selected firm may be utilized to perform preliminary design, final design, right of way, and construction support and inspection services. Any cost associated with the firm's assistance in preparing the application is at no cost to the Village.

The Village is committed to a policy of equal opportunity and does not discriminate against Vendors on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, disability, marital status, familial status, veteran status or any other basis protected under federal, state and local laws, regulations and ordinances.

Anticipated Qualification Schedule

RFQ Issue Date:	October 19, 2023
RFQ Due Date:	October 26, 2023
Oral Presentation (if necessary):	TBD
Award Date:	TBD

*Dates indicated above are subject to change at the sole discretion of the Village.

Scope of Services

The specific responsibilities and obligations of the Vendor (also referred herein as "Consultant", "Firm", "proposing Firm", "Proposer", "Party" or "Respondent") are proposed to include, but not necessarily be limited to, those outlined below.

The selected Vendor will be responsible for providing funding application support for the connecting and upgrading the non-compliant ADA existing sidewalk network in the area bounded by St. James Street to Grove Street and Brook Street to Meadow Street. See location map in Appendix A. If funding is received to implement the project(s), the selected firm may be utilized to perform preliminary design, final design, right of way, and construction support and inspection services. Any RFI's shall be submitted as per the Qualification Submission Instructions below.

- **Transportation Alternatives Program (TAP):**

The selected consultant shall provide funding application support, preliminary and final design services, right-of-way acquisition services, and construction support and inspection services for a project located in the Village of Garden City. The project involves the connecting and upgrading of the non-compliant ADA existing sidewalk network in the area bounded by St. James Street to Grove Street and Brook Street to Meadow Street. See location map in Appendix A. All work will be designed to AASHTO specifications and the NYSDOT Standard Specifications (Construction and Materials) using Village of Garden City Standard Specifications as per the most current Curb, Sidewalk and Road Improvements contract. Vendor shall prepare or create any specifications as required to fully bid the construction plans. The selected consultant will assist the Village in obtaining all needed information to complete the funding application, review/determine project design concepts, and develop preliminary cost estimate for all phases of the project. Work will also include developing a project implantation schedule and any other pertinent information needed to submit the project funding.

Funding Application Support will include, but not be limited to the preparation and development of project scope of work, proposed schedule, and construction estimate including all anticipated costs. These items shall be broken down into various phases of the project. This effort is included to support the project submission to the NYS TAP grant. If the funding is received, the selected firm may be utilized to perform the necessary tasks related to the project including, but not limited to, preliminary design, final design, right-of-way acquisitions, construction support, and construction inspection services.

Preliminary Design will include, but not be limited to the preparation of the Design Approval Document (identifying, assessing and selecting a feasible design alternative and any associated impacts), topographic and right-of-way and mapping, property deed research, evaluation of cost and environmental factors, and preparation for attendance and participation at public information meetings and/or hearings.

Final Design will include, but not be limited to the development of plans, preparation of right-of-way plan and acquisition maps, development and design for public utilities, work zone traffic control during construction, and preparation and submission of final Plans, Specifications and Estimate for the project.

Construction Support will include but not be limited to providing technical support during construction relating to the design, providing support in construction bid proceedings, analysis of bids, preparation of the bid award package and review of show drawings as necessary.

- **Key Dates:**

APPLICATION PRE-REVIEW requests must be submitted via email to TAP-CMAQ@dot.ny.gov on or before:

- Tuesday, November 28, 2023

Application pre-review comments will be emailed to the Sponsor on or before:

- Tuesday, December 12, 2023

FINAL APPLICATION SUBMISSION including all supporting documentation through Grants Gateway must be received on or before:

- Tuesday, January 9, 2024 by 5:00 PM

Mandatory Qualification Requirements

The proposing Firm, by submitting its qualifications, acknowledges that it has reviewed the Request for Qualification (RFQ) and has become familiar with the general content of the RFQ including the general condition of the properties mentioned in the RPQ; shall abide by the terms, as set forth in this RFQ; understands the proposed detailed Scope of Services, as described in the RFQ; understands all documents included in the RFQ and attests to its ability to perform all the work required. The technical qualifications, at a minimum, shall include: a description of the unique ability and/or experience of the proposing Firm to provide the services outlined herein.

Substitutions shall be requested by the proposing Firm in writing and shall be subject to approval by the Village. It shall be at the proposing Firm's discretion whether to include within the qualification any additional information regarding the special experience or qualifications of the proposing Firm or its key personnel that would further substantiate the capabilities of the proposing Firm to fulfill the requirements of this RFQ.

The Firm shall provide all the necessary services, whether specifically mentioned herein or not, to complete this assignment. The Firm assumes all risks regarding estimating the level of effort and labor hours and expenses required to complete all services to the satisfaction of the Village at the proposed cost.

Qualification Submission Instructions

Each qualification shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

All Qualifications must contain the following:

1. A brief paragraph describing the proposer's understanding of the scope of work for this RFQ.
2. A complete written description of proposer's Qualifications.
3. All submissions must be signed by an officer or authorized agent of the proposing party.
4. Additional information that you believe pertinent to the Village's requirements.

Village of Garden City

All qualifications must be submitted to the Village in a sealed opaque envelope no later than 4:00 p.m. EST on **Thursday, October 26, 2023**. Qualifications shall be submitted electronically via email and hard copy. No telegraphic or facsimile qualifications will be accepted. Any late qualifications will be returned unopened.

Qualifications received after the above date and time will not be considered. The Village is under no obligation to return qualifications.

Qualifications shall be submitted to:

**Incorporated Village of Garden City
351 Stewart Avenue
Garden City, New York 11530
Attention: John V. Borroni, P.E., Superintendent of Public Works**

E-mail submissions shall be sent to:

**rsuozzi@gardencityny.net
ggiovanniello@gardencityny.net
jborroni@gardencityny.net
atock@gardencityny.net**

It is each Proposer's responsibility to carefully review all the requirements of this RFQ, including the scope of work, the specifications and terms and conditions. It is further the proposer's responsibility to ask questions, request clarifications or otherwise advise the Village if any language, specifications or requirements of this RFQ appear to be ambiguous, contradictory or inadvertently restrict or limit the Vendors that could meet the requirements of this RFQ to a single source.

Parties are encouraged to provide as much additional material and detail as possible to completely describe and demonstrate the Qualifications.

The Village is under no obligation to respond to any question, inquiry or assertion that is not received in writing. All questions regarding this RFQ shall be submitted by e-mail and, if deemed necessary, will be clarified with answers via email or by addendum issued to all respondents. No questions will be answered verbally. E-mails shall be sent to the attention of Andrew Tock, EIT, Civil Engineer, at atock@gardencityny.net. Proposers should submit all question(s) prior to close of business no later than two (2) working days (excluding weekends and holidays) before the submission deadline. Violation of these provisions may result in immediate disqualification. The Village may share any questions and responses with all parties known to be in receipt of this RFQ.

No contact with any other Village personnel, other than the authorized contact person, is allowed until such time(s) as an award (or awards) has (have) been made.

Qualification Evaluation Criteria

Qualification elements, as described above, will be reviewed and evaluated for completeness and responsiveness according to pre-determined standards and selection criteria. Qualifications will be deemed responsive only if the Vendor responds to and meets all requirements of this RFQ. The Vendors may be invited for interviews to discuss project requirements and qualification elements in more detail.

The Village reserves the right to award all or any part of this project, waive any technical irregularities or omissions, or cancel this RFQ and solicit new qualifications if, in the Village's sole judgment, the best interests of the Village will be served.

The RFQ will be evaluated using the following criteria for scoring each submission:

1. Experience of the Firm in assignments of similar size, scope and complexity (15% of the technical rating).
2. Experience of key personnel and specialists in assignments of similar size, scope and complexity (20% of the technical rating).
3. Experience of the Firm in Transportation Alternative Program (TAP) Applications (20% of the technical rating).
4. The Firm's proposed understanding and approach of the scope of services. (15% of the technical rating).
5. Firm's previous experience with the Village and other municipal clients (5% of the technical rating).
6. The Firm's logistics and familiarity with the project area (15% of the technical rating).
7. Availability of Firm and specialists to undertake project in a timely manner and meet deadlines (10% of the technical rating).

The Village will consider any other relevant factors. Nothing contained herein shall obligate the Village to make an award on the basis of this solicitation.

John V. Borroni, P.E.
Superintendent of Public Works

JVB:ca

cc: Messrs. Ralph V. Suozzi
Giuseppe Giovannello
Andrew Tock, EIT

APPENDIX A

LOCATION MAP

