

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2023-6-28

Flood Protection Levee Project Design

Design services for the sewer replacement and levee reconstruction project located near 645 North Union Street Extension, Olean, NY 14760

The City of Olean, Department of Public Works is accepting proposals from qualified companies for Design and Engineering Services for earthen levee flood control structure.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating/selection process, and the time and date to respond.

A company will be considered qualified by having experience with projects similar in size and nature.

1. BACKGROUND

During the process of the Olean flood protection project in 1951, a 24" vitrified clay sewer main was relocated farther east with a 15" corrugated pipe by the New York State Department of Public Works (now NYSDEC). This line has recently experienced a failure due to collapse within the levee structure at the location mentioned above. Currently the city is utilizing a 4" portable bypass pump to provide continued sewer service to residents in that area, this will need to be taken into account and remain in service during construction.

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

Brad Camp, Water & Sewer Superintendent
City of Olean
101 East State Street
Olean, NY 14760
Office: 716-376-5659
Email: bcamp@cityofolean.org

3. SCOPE OF SERVICES

The Scope of Services may include but are not limited to:

- Provide engineering and design for project construction with thoughtful planning, design and implementation process for flood protection and maintaining sewer service.
- Proposals shall include recommendations for overall design, supplies, materials for construction, repair and/or replacement in or of the project area.
- Provide technical expertise in design options for deconstruction of flood levee to expose failed sewer main, replacement of sewer and reconstruction of levee to appropriate standards.
- Coordinating with owner to finalize design prior to any on-site work being bid out or commencing of work.

4. DELIVERABLES

Deliverables may include but are not limited to:

- Engineering services for levee deconstruction and replacement according to NYSDEC, USACE and FEMA specifications.
- Engineering services for the replacement of 101' of 15" sewer main.
- Final design documents.
- Record documents and/or plans.
- Creation of construction bid documents.
- Project management and documentation once construction begins.

5. TIMEFRAME

Interested firms should be able to begin work as soon as selected and work with City of Olean Officials to complete the project design.

6. CONTENT OF THE PROPOSAL

Proposals are limited to 12 single-sided pages including letter of transmittal and appendices. The Proposal should be structured as follows:

LETTER OF TRANSMITTAL

Summarize in the Letter of Transmittal the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The letter should identify the primary contact/project manager for the project. The letter should be limited to two pages.

RELATED PROJECT EXPERIENCE

Provide a list of clients for which the company has provided similar services over the last three years. The list should include a minimum of three entities with the focus on very similar projects. The list should include the name of the client, a client contact person and phone number and a description of the project.

PROJECT APPROACH

Describe the company's approach and plan for meeting the requirements identified in the Scope of Services. Include any unique opportunities or recommendations that your company feels are appropriate for consideration by the City of Olean.

The proposal shall include detailed information on their ability to design a flood control levee including levee reconstruction and certification.

It is up to the respondent to conclude the best plan of action based on their judgement and proposed project for the area.

COST

Costs shall consist of the following:

- Unit price for each design model and corresponding project implementation budget.
 - Cost to create a construction bid document.
- Cost for each item shall include all labor and materials, as necessary.
- Summary of all additional costs necessary to fully complete the scope of work, if necessary.
- Total cost for all work to be completed.

Note: the City of Olean reserves the right to increase or decrease the scope of work based upon available funds, etc.

7. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company

Cost

Demonstration of Ability to Deliver the Scope of Work

Related Project Experience similar in size and nature

Project Approach/Unique Abilities

8. SELECTION PROCESS

An award may be made to the responsible offer or whose proposal is determined to be the most advantageous taking into consideration cost and the evaluation factors set forth above to determine the best bidder.

The City of Olean reserves the right to reject any or all bids and is not obligated to award a contract to any bidder.

If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and, in the discretion of the City of Olean, new proposals may be solicited.

Companies should be aware of and comply with the following:

- Procurement of all goods, contracts, equipment, professional services and nonprofessional services shall be done in accordance with the provisions of the State of New York.
- There are no Minority Women-Owned Business Enterprise or Service Disabled Veteran-Owned Business requirements for this contract; however, participation is encouraged. The City of Olean is an equal employment opportunity provider and employer.
- The City of Olean reserves the right to waive any irregularities in proposals submitted in response to this RFP.

9. CONTRACTING ARRANGEMENT

The City of Olean expects to enter into a contract for the services listed in this RFP. Fee type shall be progressive payments, payable upon acceptance and completion of work items during the life of the contract.

The company selected will be required to provide insurance in the following levels:

General Liability \$1,000,000

Automobile Liability \$1,000,000

Worker's Compensation Statutory Amount

The City of Olean shall be named as an additional insured on a primary and non-contributory basis on the Company's general and automobile liability policies.

10. SCHEDULE

In order to be considered, 3 copies of the Proposal must be received by the City of Olean, Department of Public Works on or before **Wednesday, June 28, 2023 by 10:00 a.m. Eastern Standard Time**. All Proposals should be in a sealed package marked:

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Proposals should be delivered to:
City of Olean
Department of Public Works
101 East State Street, Room 203
Olean, NY 14760
ATTN: BRAD CAMP