**Pride of Ticonderoga, Inc. and Essex County Land Bank**

**Request for Proposal (RFP) for Approved Engineering Services Firm List**

Pride of Ticonderoga, in partnership with the Essex County Land Bank and our contractual affiliates, is seeking proposals from engineering firms to be added to our approved list of engineering service providers. This initiative is part of our commitment to enhancing public infrastructure and services in low and moderate-income areas, supported in part by funding from the U.S. Department of Housing and Urban Development (HUD).

**Project Funding Overview:**

PRIDE and the ECLB will allocate approximately $13.4 million for various housing, infrastructure, and commercial construction projects over the next 36 months. Selected firms will not only be listed as approved providers but will also be eligible to bid on these site specific projects.

**Proposal Submission Requirements:**

* **Detailed Capabilities:** Proposals must clearly demonstrate your firm’s capacity to deliver comprehensive engineering services, ensuring adherence to HUD regulations and project specifications.
* **Pricing Structure:** All proposals must include fixed hourly pricing. Costs should not be formulated as a percentage of the project cost but should be itemized based on anticipated tasks and responsibilities.
* **Individual Contracts:** Upon approval, firms will be required to submit specific quotes for each individual project, detailing scope and costs. Contracts will be awarded based on these individual project proposals.

**Federal Procurement Compliance:**

This procurement process is designed to satisfy federal requirements and aims to demonstrate our commitment to diligent and fair procurement practices.

***We are especially focused on:***

* ***NYS MWBE Participation: Actively seeking participation from New York State Minority and Women-Owned Business Enterprises.***
* ***SDVOB Inclusion: Making concerted efforts to include Service-Disabled Veteran-Owned Businesses.***
* ***Section 3 Firm Engagement: Ensuring that businesses that meet HUD’s Section 3 criteria are given opportunities to bid and participate.***

**Submission Guidelines:**

All interested firms are encouraged to submit their proposals, clearly marked with the necessary documentation and pricing details, to Pride of Ticonderoga’s Purchasing Office by [insert specific deadline here]. Each proposal will be evaluated based on its comprehensive approach to meeting project requirements, cost-effectiveness, and the firm's ability to meet federal and state inclusion goals.

By applying to be on our approved list, firms acknowledge their readiness to provide specific project quotes and to engage dynamically with our ongoing community development initiatives. This approach ensures transparency, competitive pricing, and high-quality outcomes for our communities. Firms may decline to bid on specific projects and remin on our approved list.

Insurance and Compliance:

* Each bidder must provide proof of insurance, including Workers' Compensation, and comply with municipal tax collection requirements.
* A commitment to non-discrimination and affirmative action is required, as detailed in the enclosed supplement to bid specifications.

**Scope of Work:**

1. **Engineering Services:**
   * Staffing Requirement: The consulting firm must have qualified civil engineers on staff to handle all aspects of engineering assessments, design, and planning.
   * Plan Preparation: Develop comprehensive and detailed engineering plans for residential and commercial projects, including necessary infrastructure such as utilities, foundations, and septic systems.
   * Stamped Plans: All engineering plans must be reviewed and stamped by a licensed engineer, ensuring they meet or exceed local, state, and federal regulatory standards.
2. **Collaboration and Coordination:**
   * Team Integration: Engineers from the consulting firm are required to work closely with Pride of Ticonderoga’s in-house staff and the designated construction manager to ensure a cohesive approach to all project phases.
   * Consultation Availability: Engineers should be available for ongoing consultation throughout the project to address any technical questions, provide oversight, and ensure that the project adheres to planned specifications.
3. **Regulatory Compliance and Permitting:**
   * Documentation: Manage and prepare all necessary documentation for obtaining permits and approvals, ensuring compliance with the relevant legal and regulatory frameworks.
   * Regulatory Liaison: Act as the primary technical liaison between Pride of Ticonderoga and regulatory bodies, facilitating communications and ensuring that all project aspects are compliant, on an as needed basis.
4. **Sustainable and Code-Compliant Design:**
   * Sustainability Practices: Integrate sustainable design principles into all project plans, aiming to enhance environmental performance and long-term viability.
   * Code Compliance: Ensure all designs comply with the latest building codes and standards, focusing on safety, accessibility, and efficiency.

**Proposal Submission Process:**

1. Interested firms should submit their proposals using the enclosed form which includes:
   1. *Firm Name*
   2. *Number of Staff*
   3. *Experience with NYS, DOS, ESD, HCR, and CDBG regulations*
   4. *Capability to complete work within the required timeline*
   5. *Principal and Other Employee Hourly Rates*
   6. *List of similar project experiences*
   7. *Additional Comments*

**Proposal Evaluation Criteria:**

1. Proposals will be evaluated based on:
   1. *Technical expertise and proven track record, 25 points.*
   2. *Compliance and experience with various NYS and federal grant programs regulatory requirements, 25 points.*
   3. *Cost-effectiveness and comprehensive pricing structure, 25 points.*
   4. *Submission of all required documents and adherence to bid guidelines, 25 points.*

**Contact and Submission Information:**

* + Proposals must be submitted no later than 5 PM on May 31st, 2024, to:
    - Pride of Ticonderoga and ECLB, Grant Programs Manager
    - Email: [info@prideofticonderoga.org](mailto:info@prideofticonderoga.org)

Legal and Regulatory Compliance:

* Contractors are required to adhere to all federal, state, and local regulations, including but not limited to non-discrimination policies as per Executive Order No. 11246, and to make available all records for compliance audits.

Non-Collusion Affidavit:

* ***A non-collusion affidavit must be completed and sworn before a notary public as part of the proposal submission.***

Notice to Bidders:

* Sealed proposals must be clearly labeled and should include all required documentation as specified.

Enclosures:

1. Proposal Form
2. Sample Contract
3. Non-Collusion Affidavit
4. Supplement to Bid Specifications

*We look forward to receiving detailed proposals from qualified engineering firms eager to contribute to the development and betterment of our community's infrastructure.*

**Enclosure 1: Sample Proposal Form**

1. Firm Information:

* Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Experience with CDBG: Yes [ ] No [ ]
* Capability to Meet Timeframes: Yes [ ] No [ ]
* Proposal Based on Fixed Costs (not percentage of project cost): Yes [ ]

2. Cost Structure:

* Principal Hourly Rates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other Employee Hourly Rates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Experience:

* List similar projects completed:

4. Additional Comments:

5. Compliance Certifications:

* "Our firm is compliant with NYS Codes and HUD regulations, and all employees are trained in these standards."

6. Signature:

* Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Info: Phone [ ] Email [ ]

**Enclosure 2:**

**Sample Contract: See attachment**

### **Enclosure 3: Non-Collusion Affidavit**

State of New York

County of [County]

I, [Name], in my capacity as [Title] of [Firm Name], hereby declare under penalty of perjury that:

* The proposal submitted was developed independently, without collusion with any outside party.
* No undisclosed agreements or discussions have taken place with any other firm or individual related to this proposal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notarized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### **Enclosure 4: Supplement to Bid Specifications**

*This document outlines additional obligations and standards to ensure compliance with federal and state regulations. Please include these points in your proposal.*

1. Compliance with NYS Codes and HUD Regulations:

* Detailed checklist of compliance points to be monitored.

2. Affirmative Action and Non-Discrimination Policies:

* Procedures and goals to promote employment equity.

3. Environmental Compliance:

* Standards and practices for ensuring environmental protection during project execution.

4. Monitoring and Enforcement:

* Description of how compliance will be monitored and enforced, including potential sanctions for non-compliance.