

## **Request for Proposal NY Bridge Program**

The Village of Warwick seeks to obtain the services of a consulting civil engineering firm to assist in preparing an application for funding under the Bridge NY Program. The Village would like to replace the Wheeler Avenue and Memorial Park Drive culverts. As part of the Bridge NY funding application, work may include obtaining all needed information for completing the application such as: determining condition of the structures, determining rehabilitation or replacement design options, cost estimate for implementation and any right of way needs. Work may also include developing a project implementation schedule and any other pertinent information needed to improve the chances for funding of the culverts. If funding is received for the project, the Village has the option of selecting the same firm to provide design, right of way, construction support and inspection services.

### Submission Requirements

Through this procurement the Village of Warwick seeks to:

1. Determine the firm's interest in performing the work,
2. Determine the firm's ability to perform the work,
3. Determine the firm's ability to meet the project schedule, and
4. Determine the most qualified firm to perform the work.

To make these determinations, the following information must be submitted by 3 PM on December 15, 2022. Proposals must be submitted electronically to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

1. Statement indicating firm's interest in providing the services indicated above for the culvert projects.
2. Firm brochure outlining the firm's relevant background and experience.
3. A listing and brief narrative description of no more than five projects involving similar types of services provided to public or private clients within the last five years. References with names, email addresses and phone numbers must be included for projects.
4. A project organizational chart indicating Key Personnel to be assigned to the project. Limit Key Personnel to no more than five names.
5. Include resumes of all personnel noted on the organizational chart.
6. Include a maximum of one page outlining a Project Approach for preparing the funding application and subsequent design, right of way and construction services if one culvert gets funded (Please use a size 12 font for this statement).
7. Provide proof of insurance for Worker's Compensation, Employer's Liability, General Liability, Automobile Liability and Professional Liability insurance. See Village requirements included in the RFP.

### Selection Procedure

Based on a review and evaluation of the information provided in Items 1 through 7 above, the Village will rank the firms that respond and select the firm, ranked as the most qualified to meet the Village's needs. All questions and/or requests for classifications must be submitted via email to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) by December 14, 2022 by 12:00 Noon.

### Sexual Harassment Policy

By submission of this proposal, each proposer and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of Section 201-G of the New York State Labor Law.

The Village of Warwick retains the right to request additional information from all respondents and reject all responses at its sole discretion. The Village of Warwick will select one qualified engineering firm to perform the work.

## VILLAGE OF WARWICK

### INSURANCE REQUIREMENTS – ARCHITECTS & ENGINEERS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the municipality as an additional insured on the architect or engineer's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- II. The policy naming the municipality as an additional insured shall:
  - Purchase an insurance policy from an A.M. Best rated "secure" New York State licensed insurer.
  - State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
  - The municipality shall be listed as an additional insured by using endorsement CG 20 10 11 85 or equivalent. Examples of equivalent ISO additional insured endorsements include using both CG 20 33 10 01 and CG 20 37 10 01 together. A completed copy of the endorsement must be attached to the certificate of insurance.
- III. The consultant agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. Required Insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
  - **Architects & Engineers' Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the municipality. If written on a “claims-made” basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work. If the architect or engineer is providing or managing environmental services, the errors & omissions policy must be endorsement to include coverage for these services.

- **Excess Insurance**

On a “Follow-Form” basis (Excess insurance applies over the Architects & Engineers’ Professional Errors and Omissions Insurance), with limits of \$1,000,000/ \$3,000,000/\$5,000,000 each occurrence and aggregate.

- V. Consultant acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract. The consultant is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.
- VI. The municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the municipality but also the NYMIR, as the municipality's insurer.