



"Where Life Keeps Getting Better"

Village of Webster

28 West Main Street
Webster, NY 14580
Phone (585) 265-3770 / Fax (585) 265-1004
www.villageofwebster.com

Mayor:
Darrell Byerts

Superintendent of Public Works:
James (Jake) Swingly

Village Clerk:
Heather Halstead

Trustees: Gerard Ippolito Jr. ~ Jude Lancy ~ Al Balcaen ~ Karl Laurer

Date: August 11, 2020
To: Region 4 LDSA Approved Consultants
Subject: Webster Economic Access Project

REQUEST FOR PROPOSALS – ADDENDUM

Consulting Services for USDOT BUILD Project Proposal Preparation, Design/Engineering & Inspection

As one of the architectural/engineering firms listed on the NYSDOT Region 4 Local Design Services Agreement (LDSA), we request your verification of interest in providing the following services: **project scoping, funding application development, planning**, engineering, landscape architecture, surveying, environmental analysis, public involvement, and construction inspection for the Webster Economic Access Project.

The initial project scope includes, but is not limited to, the following items of work: **transportation planning; project scoping**; right-of-way survey, mapping and acquisition; preliminary design; and **funding application development**. Final design and construction phase scope of services include: pavement rehabilitation, center medians and lane reduction, bicycle and pedestrian improvements, street lighting improvements, underground utility improvements, landscape improvements, environmental analysis, SEQR, and assistance obtaining required permits and approvals from various State and/or Federal agencies. A more detailed scope of work can be found within the completed project application which can be found at <http://www.villageofwebster.com/webster-economic-access-project.html>

This project will be partially funded through the Consolidated Funding Application Round IX of the Regional Economic Development Council initiative, (REDC), and a blend of public and private funds. The REDC award of \$1,838,000 through Empire State Development was announced in December 2019. It is understood that currently available funding is not sufficient to complete construction portions of the overall project. However, available funds will be utilized towards project advancement and the application for additional Federal assistance funds to complete the project. **It is the intent of the Village of Webster to select a preferred consultant from the proposals that are received to advance the project and assist in the preparation of a(n) application(s) for federal funding assistance. It is the intent of the Village to also engage the selected consultant in the subsequent design, bidding and construction phase services should the Village be successful in receiving funding to complete the project.**

We anticipate issuing the selected consultant a Notice to Proceed in Fall 2020. Project deliverables and benchmarks are included with the completed project application and other documents at the link provided above. We anticipate deliverables associated with the initial tasks to be submitted with funding applications in the next round of Federal BUILD, INFRA or other funding programs that may be available in Spring 2021. This project is anticipated to have an MWBE and Disadvantaged Business Enterprise utilization goal between 20 and 30 percent **– the final requirement will be determined when full funding has been acquired.**

The location of the project within US EPA Site NYD002211324 will require the selected Consultant to have a familiarity with state and federal environmental protection regulations and programs to the extent required to protect the Village from future liability and to effectuate bringing the industrial lands into the public domain.

If you would like to have your firm considered for this locally administered, State and Federal-aid, public-private partnership project, please submit 10 copies of your proposal to:

Matt Chatfield
Executive Director, Webster Economic Development Alliance
28 West Main Street, Webster, NY 14580

Proposals are due by September 1, 2020 at 4:00 p.m.

Your proposal must contain the following information:

- A single page cover letter transmitting your Expression of Interest
- No more than three single-sided pages of text addressing the following:
 - Understanding of Work to be done and Firm's Approach
 - Experience with Similar Projects
 - Familiarity with the Federal-Aid Process
 - Experience with EPA, DEC environmental cleanup/remediation programs
 - Experience with Empire State Development or REDC projects
 - Proposed Staff
 - Logistics and Familiarity with the Project Area

Note: Text shall be limited to font size 10 or larger with single line spacing;

Items not included in the 3-page limit:

- An organizational chart of the proposed team including sub-consultants;
- Resumes of any key staff (consultant or sub-consultant) on the organizational chart;

The Village of Webster will select the most highly qualified firm according to the following weighted criteria:

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| 1. Understanding of the work to be done/project approach. | 25% |
| 2. Experience with similar work/projects. | 25% |
| 3. Familiarity with federal and state requirements. | 20% |
| 4. Quality of proposed staff. | 15% |
| 5. Logistics and familiarity with the project area. | 15% |

At its discretion, the Village of Webster may elect to interview selected firm(s) to finalize the selection of a Team during the week of September 14.

Documents which will prove helpful in your decision and planning are available at

<http://www.villageofwebster.com/webster-economic-access-project.html>

The documents include:

Completed ESD Application, Project deliverables and key date summary, Project overview and area maps & other related plans, documents, and resources.

Please acknowledge receipt of this request, via email to Matt.Chatfield@WebsterEDA.org. Please include contact information for your firm. Any addendums to this request will be forwarded electronically.

For more information please contact Matt Chatfield, 585-315-0216, matt.chatfield@WebsterEDA.org.

Thank you,

A handwritten signature in black ink that reads "Matt Chatfield". The signature is written in a cursive style with a large, stylized initial "M".

Matt Chatfield
Executive Director
Webster Economic Development Alliance

Cc: Jake Swingly, Superintendent of Public Works
Darrell Byerts, Mayor