

Village of Canisteo
Request for Proposal
Engineering Design Services for Emergency Generator through FEMA HMGP Grant

Description of project

The Village of Canisteo is in receipt of funding through the FEMA Hazard Mitigation Grant Program (HMGP). For a copy of the detailed HMGP application, please email clerk@villageofcanisteo.com. The Village proposes to install a 150kW generator and associated transfer switch at a water facility utilizing funding by FEMA and DHSES. This project shall include the sizing of a generator, developing engineering drawings and specifications associated with placement and installation, assisting the Village in completing quarterly reporting and payment reimbursement, completing strategic installation inspection, issuing substantial completion and close out documentation and finally conducting any necessary coordination with the funding recipient (DHSES).

Proposed Project Schedule

May 10, 2024: Proposals Due with contract awarded by end of May 2024.
August 2024: Engineering Design Complete
September 2024: Bid Advertisement
September 2024: Bid Opening
October 2024: Construction Start
September 2025: Substantial Completion/Closeout

Evaluation of Proposal

Proposals will be reviewed and scored by the Village Clerk-Treasurer and issue a report and recommendation to the Village Board. The Village will award the project to the consultant having the highest rating based upon the following criteria:

<u>Description</u>	<u>Points</u>
Organizational Capacity and Experience	50
Project Approach	40
Cost Proposal	10

A. Organizational Capacity and Experience (50 Points)

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results. In the event that a firm can provide both consulting and engineering services, supporting documentation including qualified staff should be noted.

B. Project Approach (40 Points)

Describe your experience in providing Architectural/Engineering Services to a government organization for installation of generator projects. Program delivery- estimated work plan and timetable for completion of project with estimated award date end of May 2024. Outline the tasks your firm proposes to accomplish throughout the life of the contract. Provide an estimated schedule and timeline for each task. All things considered; summarize why you believe the Village should retain your firm to perform this project.

C. Cost proposal (10 Points)

Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

Proposer References

Proposer must supply references of three firms to which similar products/service were provided.

Contact information

Additional contact information relating to the RFP:

Katrina Oliverio
Village of Canisteo
8 Green St.
Canisteo, NY 14823
607-698-4553 OPT 1

Submitting Proposals

Proposals must be 5 pages or less and be submitted electronically to clerk@villageofcanisteo.com or mailed to the above address on or before 2 PM May 10, 2024. All proposals must be received by the stated time. Late proposals will not be accepted.

The Village reserves the right to reject any and all proposals in full and waive any informality, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process. The Village reserves the right to negotiate scope of work changes and associated fees with the selected Architect/Engineer to include additional emergency generators if awarded by FEMA.