

TOWN OF HEMPSTEAD



REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTE that Request for Qualifications from engineering firms will be received in the Department of Engineering, 350 Front Street, Hempstead, New York, until **February 15, 2019**, at 4:00 P.M. prevailing time for:

ENGINEERING SERVICES

The qualification packets may be hand delivered or mailed to the above address. Qualification packets will not be accepted after **4:00 P.M. on February 15, 2019**. NO EXCEPTIONS SHALL BE GRANTED. Do not remove any pages; qualification packets are to be submitted intact. For information, please call Commissioner Douglas L. Tuman, P.E., ESQ., Department of Engineering, at (516) 812-3484, email dtuman@tohmail.org.

RFQ packets may be examined and obtained at the Department of Engineering, 350 Front Street, Hempstead, NY 11550 between the hours of 9:00 A.M. and 4:00 P.M., daily except Saturdays, Sundays and holidays on and after **January 25, 2019**.

The Town of Hempstead reserves the right to reject any and all qualifications.

The RFQ packet may also be obtained from the Town's website: <https://toh.li/rfps-bids>

The Town of Hempstead encourages minority and women-owned businesses (M/WBE) and veteran-owned businesses to participate in all Town qualifications submissions.

One (1) original and four (4) copies of the qualification must be delivered in a sealed envelope and received by the Department of Engineering no later than **4:00 P.M. on February 15, 2019**. The Town of Hempstead will not reimburse any individual or firm for any costs associated with the preparation of their qualification statement.

TOWN OF HEMPSTEAD
Nassau County, New York
Laura A. Gillen, Supervisor
January 25, 2019

TOWN OF HEMPSTEAD REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES (2019)

SECTION I INTRODUCTION

A. BACKGROUND

The Town of Hempstead (the "Town") requires the services of professional engineering firms for various tasks throughout the Town's departments. Particularly, the Engineering Department is responsible for implementing the Town's annual Highway Capital Construction Program to improve and construct storm drains, roadways, bridges, bulkheads and other structures in various areas throughout the Town; and to improve and construct Parking Fields. The Engineering Department performs many engineering, surveying, and construction management services in-house to carry out the Town's public works projects, but to supplement the Department's workload and perform tasks beyond the scope of the Department's in-house abilities; Professional Services firms must be procured. Additionally, other departments throughout the Town such as Parks and Recreation, Sanitation, Highway, Building, Water, General Services and Conservation and Waterways may need to hire professional engineering firms to complete tasks relevant to their departments.

B. PURPOSE

The Town of Hempstead is seeking to create a pool of qualified Architectural/Engineering and Surveying firms who may be called upon by the Town to perform various Engineering Services.

The purpose of this Request for Qualifications ("RFQ") is to obtain statements of Qualifications ("Responses") from entities with expertise in Engineering Services as described in Section II. The Responses will be used to identify and establish a panel of service providers who are deemed qualified to provide services projected to be required by the Town. Placement on the panel does not constitute any representation that the Town will assign work to any individual, firm or entity placed thereon. This RFQ is merely the means for prospective firms to submit their qualifications to be considered for inclusion in the Town's pool of qualified service providers.

C. PROCUREMENT PROCESS OVERVIEW

The selection process involves two phases: (i) Phase I, consisting of this RFQ, all individuals, firms or entities qualified to provide the services being sought are invited to submit their qualifications by responding to this RFQ. A selection committee will review submittals and a panel of qualified service providers will be identified. The number selected for inclusion on the panel is dependent on the responses received and what the selection committee determines is in the best interest of the Town; and (ii) Phase II, consisting of a Request for Proposals (RFP) inviting formal proposals relating to specific projects within the scope of services that are expected to cost more than \$10,000.00. Only qualified providers from the panel will be permitted to submit proposals to the RFP solicitation.

D. CONDITIONS

Your submission of a Response is deemed to be your consent to the following:

1. This document is an RFQ and does not constitute an RFP.
2. This RFQ does not commit the Town to issue an RFP.
3. All costs incurred in connection with responding to this RFQ shall be borne solely by the respondent.
4. The Town reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
5. The Town reserves the right to select one or more firms based upon qualifications for placement on the panel of qualified service providers.
6. Placement on the panel of qualified service providers does not guarantee that any services will be requested of that firm or entity.
7. The Town reserves the following rights with respect to any and/or all respondents: to conduct interviews; make visits to respondent's offices; contact provided references; and or review prior work product.
8. The Town reserves the right to enter into contracts on a yearly or other basis with options to extend at the sole discretion of the Town.
9. All documentation provided in response to this RFQ shall become the property of the Town and will not be returned.
10. All Responses will be made available to the public in accordance with law.
11. The Town shall not be liable for any claims or damages arising out of or in connection with the solicitation or preparation of Responses.
12. Respondents are advised to specify any and all information, documentation, descriptions, or other material provided to the Town that Respondent considers confidential and/or proprietary which, if disclosed would be detrimental to Respondent's commercial position, business operations, or otherwise. Identification of such matter does not, however, guarantee that said matter would be protected from disclosure under the law.

SECTION II SCOPE OF SERVICES

The Town of Hempstead is soliciting responses from interested entities that possess qualifications and expertise in Engineering Services.

Specifically, the services to be provided may include any of the following:

1. Engineering Design such as Civil Engineering Design of roadways, storm water drainage systems, bulkheads, parking fields, and other municipal structures.
2. Construction Management and Inspection
3. Surveying
4. Soils/Materials Testing
5. Technology consulting such as Geographic Information System (GIS) development
6. Engineering related studies

The Town anticipates qualifying several firms to perform services in each of the above Engineering Services categories. Each firm should identify in its Response the categories in which such firm is seeking to be qualified. A firm may elect to submit qualifications for one, all or any combination of the above Engineering Service areas. The qualifications submitted in response to this RFP will be evaluated separately for each area. Note, however, that the Town is not obligated to qualify firms or retain their services for any or all of the above Engineering Services categories.

SECTION III RESPONSE REQUIREMENTS

A. MINIMUM REQUIREMENTS

Entities wishing to respond to this RFQ should provide, at minimum, the following information:

1. Agency name and contact information.
2. Lead contact person for the respondent assigned to this RFQ.
3. A brief history and description of the responding entity, including staff size, the number of years respondent has been in business under the present name and under the present management.
4. A summary of the respondent's experience, including examples of performing similar work for municipalities, and any notable accomplishments.
5. Biographical information of those personnel that would provide services to the Town under an agreement.
6. At least three references, including name, address and telephone numbers, preferably from municipalities.
7. Identification of specific financial and organizational resources, skills and staff to be provided.

8. Licensing or certification, and professional organization affiliations held by the responding entity and/or pertinent staff under this RFQ.
9. Identification of proposed services to be offered in response to the RFQ Scope of Services.
10. Submit a summary of all litigation, if any, against the respondent within the last three (3) years and disposition or outcome of same, and submit the New York State Vendor Responsibility Questionnaire.
11. Please indicate any bankruptcy filings or reorganization proceedings in the last seven (7) years.
12. Please indicate any potential conflicts of interest that may arise from a contract with the Town. The Town's vendor disclosure form (annexed hereto) must be included with each vendor's Response.
13. Proposed cost of the services or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:
 - a. Site visits and expenses, if relevant
 - b. Flat and/or hourly rate for any services or activities
 - c. Any expenses for travel, postage and telephone excluded from the hourly or flat rate.

Although proposed fees will be taken into account, the Town reserves the right to negotiate a lower or different fee structure with any respondent selected to perform services. Please note that pursuant to the Town's procurement policy, cost of services shall be one factor to be given weight along with any other factors the Town deems appropriate to consider in selecting a firm or entity to provide services.

14. Subcontracting. The respondent will be responsible for the performance of the entire contract. The respondent must indicate in the RFQ response if it intends to use a subcontractor for any part of the work. If so, the respondent shall identify each subcontractor by name, business address and expertise, and must include the name(s) of the principal(s) of the subcontracting entity (Note: Each subcontractor must fill out a separate vendor disclosure form). A full description of the tasks to be performed by the subcontractor must be included. The respondent will not be permitted to subcontract any part of the contract or any of the rights and obligations thereunder without the prior written approval of the Town.

B. ADDITIONAL REQUIREMENTS

1. Firms engaged to provide services to the Town shall, to the fullest extent provided by law, defend and indemnify and hold harmless the Town from claims, suits, action,

damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the Respondent. Nothing herein shall create or give third parties any claim or right of action against the Respondent or the Town beyond those provided by law.

2. The Firm shall procure and maintain during the term of any agreement resulting from this RFQ, with a carrier holding an "A" or higher rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:
 - (a) Commercial general liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of one million dollars (\$1,000,000). The Town shall be named as additional insured on said policy;
 - (b) Workers' compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57(2); and
 - (c) Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220(8). (Note: presentation of an 'Accord' form, or its equivalent, shall not be sufficient proof of insurance. Consultant shall provide Town with a copy of Consultant's insurance declarations page which shows Town as additional insured and certificate holder);
3. The Town reserves the absolute right to remove a selected Firm from the list of service providers at any time, and to reinstate a removed Firm.
4. All statements of qualifications submitted, must be valid for a minimum period of six (6) months after the date of the submission deadline.
5. A copy of the Town's standard terms and conditions for Town contracts will be available on the Town's website.

SECTION IV DEADLINES

1. Proposed calendar

The following is a list of key dates up to and including the date responses must be submitted:

RFQ issued **January 25, 2019**

Deadline for questions **February 8, 2019**

Due Date for RFQ submissions **February 15, 2019 – 4:00 PM**

2. To be considered, one (1) original and four (4) copies of the response must be delivered in a sealed envelope and received by the Town of Hempstead Department of Engineering, 350 Front Street, Room 211, Hempstead, NY 11550, no later than 4:00 PM on **February 15, 2019**.

3. Upon notice the Town reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFQ, including, but not limited to, the due date for receipt of submissions.

SECTION V EVALUATION

The Town's objective is to select firms or entities that will provide high quality and cost effective services. Pursuant to its procurement policy, the selection of firms or entities to the panel of service providers will be based upon the following RFQ criteria: cost of service, experience, skills, performance history/references, reputation, time frame for contracting and implementation of service delivery, bonding and insurance requirements, financial viability, licenses and/or certifications, staffing and relevant personnel resumes.

The selection process will begin with the review and evaluation of each of the written Responses by an evaluation committee. The purpose of this evaluation is two-fold:

- i) to examine the responses for compliance with this RFQ;
- ii) to identify the compliant firms or entities that have the highest probability of fully performing the scope of services for the Town at the best value.

SECTION VI CONTACT INFORMATION

Any inquiries concerning this RFQ must be in writing or by email and should be addressed to:

Douglas L. Tuman P.E., Esq.
Commissioner of Engineering
Town of Hempstead
350 Front Street
Hempstead, NY 11550
Phone: 516 812-3484
Email: dtuman@tohmail.org.

All inquiries must bear the RFQ number assigned to this RFQ.

COUNCIL MEMBERS

DOROTHY L. GOOSBY
EDWARD A. AMBROSINO
BRUCE A. BLAKEMAN
ERIN KING SWEENEY
ANTHONY D'ESPOSITO
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SYLVIA A. CABANA
TOWN CLERK

DONALD X. CLAVIN, JR
RECEIVER OF TAXES

DOUGLAS L. TUMAN, P.E., ESQ
COMMISSIONER

JEFFREY M. TIERNEY
DEPUTY COMMISSIONER

TOWN OF HEMPSTEAD

DEPARTMENT of ENGINEERING

350 FRONT STREET, HEMPSTEAD, NY 11550-4037
(516) 812-3479 FAX (516) 393-0074



LAURA A. GILLEN
SUPERVISOR

CONTRACTOR'S / VENDOR'S PUBLIC DISCLOSURE STATEMENT (TO BE SUBMITTED WITH CONTRACTOR'S BID)

1. Contractor's / Vendor's Name _____
Address _____
City and State _____ Zip Code _____
Phone Number _____ Fax Number _____

2. Contracting Department's Name _____
Address _____

3. Payee Identification or Social Security No. _____

4. Type of Business: _____ Corporation _____ Partnership

5. Table of Organization. List Names and Addresses of all principals (that is, all individuals serving on the Board of Directors or comparable body, names and addresses of all partners, names and addresses of all corporate officers.

6. List names and addresses of those individual shareholders holding more than five percent (5%) interest in the firm. (If Applicable)

7. Signature: _____

Title: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
OR									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.