

Montgomery County, New York

Request for Proposal For Professional Consulting Services Related to An Efficiency Study for Shared Local and County Highway Services

MONTGOMERY COUNTY, New York has been awarded a General Efficiency Planning Grant from the New York State Department of State for the purpose of developing an efficiency study for shared local and county highway services and related agreements between the County and its 21 municipalities that reduce duplication of services and leads to greater efficiencies without a reduction in the quality of services delivered. The end result of the study will be a shared highway efficiency plan and implementation agenda between the county and local municipalities that reduce duplication of services and lead to greater efficiencies without a reduction in the quality of services delivered (i.e. good roads).

One of the overarching goals of the project is to inventory the current system as to equipment, employees and work load, identify areas of overlapping services and create a more formalized, coordinated road maintenance system for the County and its 21 municipalities. The current system is unsustainable due to reductions in state funding for roads and the rising costs of highway maintenance on both the County and Local Governments.

On behalf of the 21 Municipalities who have resolved to support and participate in the study, Montgomery County is soliciting proposals from qualified individuals, Architectural, Engineering and/or Planning Firms to:

1. Based on surveys and interviews, assemble an inventory and prepare an analysis of existing County and Municipal Highway Services, Equipment, related data and conditions.
2. Document and prepare an existing level of service report for County and Local Roads.
3. Develop a series of recommendation and alternatives that improve coordination between the County and Local Highway Departments and improve the efficiency of deployment and utilization of personnel and equipment.
4. Facilitate 4 meetings to present findings and recommendations to the County.
5. Create a final report with recommendations and implementation strategy based on the public meetings summarizing the best alternative actions.
6. Assist in drafting agreements between the County and Local Governments to implement the final recommendations.
7. Prepare budget estimates of the proposed recommendations and their effects on county and local taxes.

A. GENERAL CONDITIONS:

1. **CONSULTANT QUALIFICATIONS:** The successful consultant shall be a duly licensed Architect, Engineering, and/or Planning Firm or Individual registered to practice in New York State with demonstrated capabilities and experience including but not limited to:
 - a. Familiarity with NY State standards, regulations and practices as they relate to highway construction and maintenance.
 - b. Experience in operational and capital planning for highway departments in rural, suburban and urban settings.
 - c. Demonstrated ability to engage community involvement and public participation.
 - d. Familiarity in communication systems.
 - e. Experience in developing organizational, budgetary and staffing plans.
 - f. Experience in highway facilities, infrastructure and asset management.
 - g. Familiarity with the type of project and the geographical area.

2. **REQUIRED SUBMISSIONS:**
 - a. Identification of Firm and key members on the consulting team and their relevant experience in this project including individual time commitment and their billing rate.
 - b. Project Understanding- A demonstration of the understanding of the proposed project and its various tasks.
 - c. A description of how the project will be completed within a budget of \$38,500.
 - d. Specific examples of similar projects that have been undertaken and successfully implemented, including references with contact information.
 - e. Description of the processes that will be used to develop concepts, work with local highway departments, obtain public input and refine the approach to the project.
 - f. Provide a detailed description of deliverables and schedule for the completion of the proposed project.
 - g. Proposed fees with detailed cost breakdowns of all work tasks including hourly rates for individual team members and any reimbursable costs by task.

3. **SELECTION OF CONSULTANT:** The selection of the consultant will be by a Project Steering Committee and based on the creativity of the proposal, detailed work activity specifying the methodologies that will be used for each task. Consideration will be given to a consultant's ability to complete the work on time and within budget.

SELECTION CRITERIA:

- a. Responsiveness of proposal in identifying and addressing the purpose and goals of the study.

- b. Specific knowledge and expertise in working with state, county, local and community groups.
- c. Overall qualifications and experience.
- d. Key personnel assigned to the project.
- e. Proposed timeline.
- f. Qualifications of the project team and sub-contractors.
- g. Ability of the consultant to perform the work.

4. OTHER CONDITIONS AND INFORMATION

Limitations to Liability- Montgomery County, the Project Steering Committee or Project Study Committee or any of its member municipalities, does not assume responsibility or liability for cost incurred by the Consultant Team/Architect, Planning or Engineering Firm (A/P/E) responding to the RFP or to any subsequent requests for interviews, additional data, etc. prior to the award of the contract.

Assignment of Contract: The A/P/E shall not assign, transfer, or otherwise dispose of the contract to any person, company, partnership or corporation without the prior written consent of Montgomery County.

Right to Accept and/or Reject any and all Proposals: Montgomery County and its member municipalities reserve the right to reject any or all proposals or to accept the proposal that, in their judgment best serves the interests of the Project even if it is not the low cost proposal.

Professional Liability Insurance: The Proposer will maintain malpractice insurance in the aggregate amount of \$2,000,000.

Right to Terminate Contract: Montgomery County will have the right to terminate this contract at any time, with or without cause, upon written notice to the Proposer.

Fixed Price Contract: The Proposer understands that the contract will be for a specified dollar limit, which cannot be exceeded. It is the responsibility of the Proposer to keep track of all amounts billed against this amount. The Proposer waives all rights to any fees or costs, which are billed in excess of the aforesaid limit, unless the contract is amended to provide for same prior to the date upon which the services were provided.

Equal Opportunity Employment: Attention of Proposers is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, creed, color, religion, sex, national origin, disability, or marital status. We require W-MBE participation at the current NYSDOT Regional 2 goals. Each proposer submitting a proposal shall execute and attach thereto, the Certification regarding Equal Employment Opportunity.

Americans with Disabilities Act: The Proposer agrees that the provision of Title II of the Americans with Disabilities Act (ADA) of 1994 (42 USC 512101 et. seq.) which prohibits discrimination on the basis of

disability by public entities, and the rules and regulations promulgated pursuant thereto, are made part of this contract.

Compliance with Law: The Proposer agrees to comply with and fulfill all laws, orders, ordinances, rules and requirements of Federal, State, City, County or other political subdivisions and of any other department, bureau of governmental authority; all applicable OSHA and New York State Labor rules, regulations, and statutes.

B. PROJECT DEFINITION AND GOALS

1. **GEOGRAPHIC AREA:** Montgomery County is located in the heart of the Mohawk Valley with the Mohawk River flowing through the center of the county. The 2010 census put the county population at 50,219 and a total area of 410 square miles in size. There are 21 political subdivisions with 10 Villages, 10 Towns and 1 City. The County's road system has approximately 1,068 miles in it and is made up the following types: Interstate 44 miles, State Roads 181 miles, County Roads 387 miles, City Roads 80 miles, Town Roads 317 and 57 miles of Village Roads.
2. **PROJECT GOALS AND OBJECTIVES:** The selected consultant will help meet the goals of the project by
 - a. Providing technical and administrative support to the County and Municipalities by facilitating the review of the County's existing highway maintenance services and potential alternative service delivery models.
 - b. Improve the efficiency and quality of local highway maintenance while achieving optimal economies in delivery of services.
 - c. Provide a methodology to enable the Municipalities to undertake a systematic evaluation of the existing highway operations and develop specific recommendations supporting new cooperative agreements and/or service consolidation actions to increase the cost-effectiveness of the highway services.
 - d. Establishment of a basic framework for a comprehensive countywide highway services administrative plan
3. **PROJECT BACKGROUND:** Over the last 4 years, Montgomery County and its local Municipalities have experienced shrinking budget surpluses, reduced tax revenues, increases in the cost of materials and decreases in State and Federal funding. These economic realities are affecting the overall maintenance of roads at the County and Municipal levels. County highway costs have risen 19% over the last 5 years and Municipal highway costs have increased 38%. County revenues are up 8% over the last 5 years and Local revenues are up 22% over the last 5 years. These numbers are unsustainable.

There are many situations where highway services are being shared, but no formal agreements are in place. The County is 40 miles long and approximately 20 miles wide, which creates logistical issues for County and Local Highway Department vehicles. These plus other factors will be important to inventory and analyze and propose alternatives that will not only be cost effective but politically acceptable at the county and local level.

4. **PROJECT COMPONENTS:** The selected consultant will be required to follow the scope of work, specifically:
 - a. Meet the Goals and Objectives of the Project
 - b. Complete project tasks and meet the project timeline
 - c. Provide the required deliverables in a timely manner
 - d. Lead the facilitation of 4 public meetings
 - e. Interview and gather necessary highway information from the County and Local Municipal governments
 - f. Provide meeting notes; develop written alternatives, narratives and final report.

5. **MEETINGS:** The selected consultant will be required to attend the following meetings:
 - a. Kick off meeting with Project Steering Committee- Agreement will be reached on contract, project scope, schedule, deliverables, meetings and timeline.
 - b. A Project Study Committee will meet on a monthly basis. Each participating Municipality will have an opportunity to be represented and participate on the Project Study Committee.
 - c. 4 public meetings at geographically equitable location (TBD).
 - d. The Consultant will be responsible for the preparation of all meeting minutes led by the consulting team; the minutes will be distributed to attendees within one (1) week of the meeting date.

6. **PROJECT FAMILIARIZATION:**
Proposed Work Plan- The Study for Shared Local and County Highway Services in Montgomery County is funded by the New York Department of State and Montgomery County through a General Efficiency Planning Grant. The project shall adhere to, at a minimum, the contract work plan with the Department of State which is included here as "Attachment A."

The TOTAL TIMEFRAME from time of award notice to the end of study and beginning of the plan's implementation shall not exceed **13 months**.

7. **PROJECT BUDGET:** The grant award from the State for this project is \$35,000.00 and the project cost should not exceed \$38,500. The budget for consulting fees is \$35,000. Total project cost will be a consideration.

8. PROJECT REVIEW, STATUS REPORTS AND APPROVAL:

- a. New York Department of State shall review project components for consistency with the application and grant requirements.
- b. Contractor shall submit Project Status Reports for transmittal to New York State at least every six months or with every payment request, whichever is sooner.

9. Other

a. Documentation:

- All documents created as part of these grant funds must specify the following "This (document, report, map, etc.) was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program, Contract No. T-108813."
- The Department of State's project manager shall receive advance and timely notification of all meetings and events associated with the Project.
- Data gathered for Inventories and condition assessments of physical assets will be in formats that are compatible with GPS/GIS databases established by the County Geodatabase system.

- b. Environmental Review:** An environmental review will be completed as required by New York State and transmitted to the Department of State.

Proposers shall submit 10 hard copies and one 1 electronic copy (PDF format) of their proposals and submittals as outlined herein, and the fee for providing such services **by Friday, March 30, 2012**. The RFP's should be sent to:

Scott Surento, Purchasing Agent
County Annex Building, 20 Park St.
P.O. Box 1500
Fonda, NY 12068

Scott phone number is 518-853-3351

Questions concerning the project should be directed to:

Doug Greene, AICP, RLA
Senior Planner
Montgomery County Dept. of Economic Development and Planning
9 Park St., P.O. Box 1500
Fonda, NY 12068
Phone: 518-853-8155 Fax: 518-853-8336
Email: dgreene@co.montgomery.ny.us

Attachment A: Contract Work Plan

NOTE: The following work plan is open to consultant input and modifications

The project tasks, timeframe and deliverables for each task will include:

- 1) Creation of a Shared Road Steering Committee with representation from each participating entity. The Steering Committee will work with the Department of Economic Development and Planning to create and send a Request for Proposals (RFP's) to qualified consultants. The Committee will evaluate proposals, interview the top candidates and select a consultant and execute a contract. The Shared Road Steering Committee will meet on a regular basis to advance the study for the entirety of the project.
 - (TIMEFRAME)- Four months from grant award notice,
 - (DELIVERABLES)
 - An executed agreement with the State and to having a consultant under contract.
 - A website will be created to provide a public forum for discussion and a place to review plan documents as the study progresses.

- 2) Information Gathering and Interviews with Local Highway Superintendents and Elected Officials to create an inventory of existing road system budgets, conditions and needs. Included data gathering should include a study of other shared road programs in New York State or other nearby states.
 - (TIMEFRAME)-Three months.
 - (DELIVERABLES)-
 - Existing Conditions report submitted by Consultants.

- 3) An analysis of the existing conditions and the development of 3 Alternatives. The consultant will work with the Steering Committee and Staff to develop the best choices for improving the system and present them at 4 public meetings to be held in geographically equitable locations.
 - (TIMEFRAME)-Three months.
 - (DELIVERABLES)-
 - Consultant submits a report that presents the 3 alternatives and corresponding presentation material for public meetings.
 - 4 Public meetings
 - A follow up report by the consultant on the results of the public meetings and any additional changes to be made to the alternatives based on public input.

- 4) The County and each participating municipality will present the alternatives at public hearings to gain public input.
(TIMEFRAME)-Two months.
(DELIVERABLES)-
 - Copies of the meeting minutes and brief summary reports.

- 5) A final plan complete with an implementation plan and draft inter-municipal agreements will be selected based on public input and the Shared Road Steering Committee. That plan will be formalized in a law along with an implementation/phasing plan and sent to the County Board of Supervisors and Local Town and Village Boards for adoption of resolutions and memorandum of Agreements.
(TIMEFRAME)- Two months.
(DELIVERABLES)-
 - Copies of meeting minutes and adopted inter-municipal agreements.

- 6) Upon the adoption of participating entities, the Shared Road Implementation Plan will begin.

- 7) The Shared Road Steering Committee will be transformed into a separate, permanent committee that will establish rules and procedures for the long term (5 year Capital Improvement Planning) that meet the goals of the plan. (Lower taxes, more efficient use of resources and adequate services)

TOTAL TIMEFRAME from time of award notice to the beginning of the plan's implementation- **13 months**.