

# REQUEST FOR PROPOSALS

Professional Planning and Engineering On-Call Consulting Services



## Village of Southampton

*The Village of Southampton seeks proposals from consultants and firms with proven expertise in planning, engineering, and environmental science as well as experience with local government to serve as consultants to the Village on a variety of on-call projects, studies, and ongoing tasks.*

### Questions and Answers

1. **Q:** Who will be the point(s) of contact at the Village?
  - **A:** It is anticipated that the Village Planning Director will be the primary point of contact for tasks related to the Planning Board, Zoning Board of Appeals, and Board of Trustees. The Superintendent of the Department of Public Works will likely be the primary point of contact for tasks related to Building and Facility Maintenance, Highways, or Parks. Projects commissioned by the Board of Trustees may involve coordination with the Mayor or his/her representative(s).
  
2. **Q:** Who is the Village Engineer?
  - **A:** The Village does not presently have a Village Engineer on staff. The Village Engineer is currently a consultant, and it is anticipated that the selected consultant(s) or firm(s) will fulfill any functions of the Village Engineer pursuant to § 3-4 of Village Code.
  
3. **Q:** When are the Planning Board meetings?
  - **A:** The Planning Board typically meets on the first and third Mondays of each month at 5:30 PM in Village Hall at 23 Main Street Southampton NY 11968. Participation includes attendees via video conference on Zoom. Depending on the caseload, meetings may be cancelled as necessary. Please see <https://www.southamptonvillage.org/agendacenter> for more information on meeting schedules.

4. **Q:** What kind of insurance coverage is required for respondents to the RFP?
- **A:** This would depend on the work, but it is anticipated that a contract would require the following coverage:
    - Workers Compensation insurance as required by Law;
    - Employer’s Liability insurance with coverage of \$1,000,000 each accident/employee.
    - Commercial General Liability insurance with coverage of \$2,000,000 per occurrence/aggregate;
    - Automobile Liability insurance with coverage of \$1,000,000 combined single limit; and
    - Professional Liability insurance with coverage of \$2,000,000 per claim/aggregate.

5. **Q:** What kind of historic preservation is included in Task F?

**A:** Task F includes On-Call Building Engineering and Structural Consulting, which involves services related to upkeep, maintenance, and restoration of the Village’s buildings, properties, and structures, several of which are designated as contributing to the local, state, and federally listed Southampton Village Historic District. The selected consultant(s) for this task may be asked to provide the Village with professional expertise working with historic structures, including appropriate treatments in accordance with best practices and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Historic structures owned by the Village include, for example, Southampton Village Hall at 23 Main Street (c. 1910), a neoclassical 3-story office building, and the Southampton Village World War Memorial in Agawam Park (c.1923), a limestone temple on the northern shore of Lake Agawam. Other historic Village assets include the Pelletreau Silver Shop at 80 Main Street (c.1686), and the Rogers Mansion Complex at 17 Meetinghouse Lane, which encompasses the Rogers Mansion (c.1843), the Nugent Carriage House (c.1890), as well as several structures dating from the 17<sup>th</sup> through 19<sup>th</sup> Centuries, all of which are operated by the Southampton History Museum. The Village also owns the original “Parrish Art Museum” building at 25 Jobs Ln (c.1898), operated by the Southampton Arts Center, as well as Veterans Memorial Hall aka “Agawam Hall” at 25 Pond Lane (c.1911) operated by the Southampton Cultural Center.

6. **Q:** Are respondents expected to provide a comprehensive team approach to each task, or can we limit our participation to the services we provide in-house?
- **A:** Respondents may choose to submit for the services they provide in-house or can submit as part of a comprehensive team. Respondents are invited to reply to one or all tasks, or where applicable, part of a task for which they are qualified. The Village reserves the right to award single or multiple contacts per task as necessary based on the RFP responses to ensure that the Village has adequate expertise on call for the anticipated work in each task.

7. **Q:** By what time would the Village like the hard copy and email submission to be delivered?
- **A:** The Village would expect the responses to be received by close of business on Friday January 12, 2024, which for Southampton Village Hall is 4:00 PM EST.
8. **Q:** Is this a new opportunity or an existing contract? If existing, who is the incumbent?
- **A:** This is a new opportunity, but the Village currently works with a variety of consultants in different capacities. Nelson, Pope and Voorhis currently serves as planning and engineering consultants for the Planning Board and Zoning Board of Appeals, as well as various on-call projects for the Trustees. BFJ Planning prepared the recent master plan update and has contracts for other on-call planning projects for the Trustees. The Department of Public Works regularly works with Nelson, Pope and Voorhis and other engineering firms, including LKMA, for various project needs.
9. **Q:** Page 7 of the RFP refers to an 'attached Contractual Services Agreement.' Can you please provide a copy of this agreement?
- **A:** There isn't an attached contractual services agreement at this time; please disregard
10. **Q:** Are there any Minority/Women/Disadvantaged/Service-Disabled Veteran participation goals?
- **A:** There are not any Minority/Women/Disadvantaged/Service-Disabled Veteran participation goals.
11. **Q:** Is there a template for the cost proposal?
- **A:** The Village does not currently have a template for the cost proposal. It is anticipated that respondents will provide a fee schedule with proposed rates for services. Please see question # 14 below.
12. **Q:** Is the Village interested in assistance with the implementation of the various other requirements of the MS4 General Permit (e.g., written procedures, outfall inspections, training, facility self-assessments, etc.) as part of the response to this RFP?
- **A:** The Village is interested in any assistance with the MS4 General Permit.
13. **Q:** For Task D of the RFP, does the Village intend the consultant to perform traffic/parking studies or to review traffic/parking studies?
- **A:** It is anticipated that projects for this task may include performing traffic and parking studies at the request of the Board of Trustees for proposed traffic and parking improvements contemplated by the Village, as well as reviewing third-party traffic and parking studies that may be submitted to the Village in connection with applications for special use permits or other applications.
14. **Q:** We assume the Village would want a classified hourly rate schedule of total hourly costs (loaded – including OH & profit) per staff member/title for this on-call agreement? Please confirm.
- **A:** Correct. It is anticipated that the hourly rates provided will be inclusive of costs and will reflect the rates proposed to be billed to the Village if a contract is awarded.

15. **Q:** Will the Village award this to only one (1) firm or multiple firms?
- **A:** The Village reserves the right to award single or multiple contacts per task as necessary based on the RFP responses to ensure that the Village has the adequate expertise on call for the anticipated work in each task. Respondents are invited to reply to one or more, or all tasks, or where applicable, part of a task for which they are qualified.
16. **Q:** A portion of the services requested may require surveying. Does the Village want firms to provide surveying?
- **A:** Where surveying may be required in connection with a task, it is anticipated that the selected respondents will be able to provide surveying or will coordinate with a third-party surveyor as necessary.
17. **Q:** Does the Village require prevailing wage for survey or any other field/construction like services?
- **A:** The Village does not determine who is required to get prevailing wage. NYS Law sets forth the types of employees required to get prevailing wage.
18. **Q:** Will the Village at any time in the future provide an addendum on consultant questions and answers provided by the Village for all interested parties to review?
- **A:** Yes, answers to all questions will be posted on the Village website.
19. **Q:** Will the selected consultant be precluded from providing services on other projects taking place within the Village (either with the Village itself or private clients)?
- **A:** It is anticipated that the Village will work primarily with the selected consultant(s) for their professional services needs, but selected consultant(s) will not be precluded from other Village projects that may occur outside of the scope of this RFP. In order to avoid a conflict of interest or the appearance of a conflict of interest, it is anticipated that the selected consultant(s) will not perform work for private clients to be submitted as part of applications to be reviewed by the Village, or else recuse themselves in cases where they have already done such work.
20. **Q:** Will the Village provide compensation for travel time?
- **A:** It is anticipated that travel costs will be reflected in the hourly rates provided.