

## REQUEST FOR PROPOSALS

VILLAGE OF ORCHARD PARK  
4295 SOUTH BUFFALO STREET  
ORCHARD PARK, NY 14127

1. General: The Village of Orchard Park seeks proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis. The complete Request for Proposal is available at the Village Office, 4295 South Buffalo Street, Orchard Park, NY 14127, between the hours of 9am – 5 pm, Monday – Friday, and on line at: [www.orchardparkvillage.org](http://www.orchardparkvillage.org).
2. Scope of Services: The Village of Orchard Park seeks professional engineering services to assist with particular projects as may be needed. Projects may be any which are within the scope of professional engineering and surveying.
3. Site Visits: Site visits are strongly discouraged in the interest of reducing costs prior to shortlisting or the interview stage.
4. Term of Contract: The Village of Orchard Park shall enter into a one-year term contract with the selected engineering firm. The contract may be renewed, at the discretion of the Village, for up to three (3) successive one-year terms.
5. Evaluation of Proposals: Proposals will be considered by the Orchard Park Village Board of Directors at the Village Office on March 25, 2019 at 6:00 pm.
6. Contents of Proposals: Each firm that wishes to submit a proposal in response to this Request for Proposals (RFP) must submit
  - a. five (5) copies of the company’s proposal, along with a cover letter of not more than two pages.
  - b. Reimbursable Expenses Schedule and Standard Hourly Rates Schedule (attached).
7. Rejection of Proposals: the Village of Orchard Park reserves the right to reject any or all proposals received.
8. Deadline: Five (5) copies of the written proposal shall be submitted by March 11, 2021 at 2 pm. Proposals shall be mailed or delivered, and should be addressed to: Village of Orchard Park, 4295 South Buffalo Street, Orchard Park, NY 14127, Attention: Mary Beth Jensen, Clerk. All proposals will be time and date stamped and no proposals received after the deadline shall be considered.
9. Information: Any questions should be addressed to the Village of Orchard Park, 4295 South Buffalo Street, Orchard Park, NY 14127, Mayor JoAnn Litwin Clinton, by telephone: 716-662-9327, or by email: [mayer@orchardparkvillage.org](mailto:mayer@orchardparkvillage.org).

## SCOPE OF SERVICES:

- Prepare and complete all necessary reports and submittals with respect to the NYSDEC MS4 program.
- Act as liaison to State and Federal entities (NYSDEC, ECWA, Erie County Sewer, NYSDOT, USEPA, etc.) and provide coordination with respect to improvements within the Village.
- Review existing Village details and specifications on an as needed basis and provide recommendations for improvements.
- Review and coordinate with the Village Code Enforcement Officer proposed improvements associated with new construction or construction which may affect or alter infrastructure (drainage, roadways) within the Village limits.
- Prepare contract specifications and assist Department of Public Works for projects related to improvements which may be bid within the Village related to general maintenance including sidewalk improvements, miscellaneous road work and repairs, drainage structure replacement, emergency repair contracts associated with water system repairs, etc.
- When necessary, attendance at monthly meetings to provide an update to Village Board of Trustees of any ongoing items.
- Review and update mapping of various Village utilities upon completion of improvements.
- Provide guidance to Village Board and Public Works Department regarding any potential future capital improvements.
- Assist in the procurement of available grant funding that may be used for improvement within the Village.
- Assist Village Building Department personnel as necessary.
- Coordinate with Village of Orchard Park personnel with respect to any potential infrastructure improvements.
- Coordinate with the Village DPW and Village Board and prepare a plan, including costs associated with improvements and upgrades to the existing water system, drainage of roads.

## Reimbursable Expenses Schedule

---

Current agreements for engineering services stipulate that the Reimbursable Expenses are subject to review and adjustment per Exhibit C. Reimbursable expenses for services performed on the date of the Agreement are:

Fax	\$ _____ /page
8"x11" Copies/Impressions	\$ _____ /page
Blue Print Copies	\$ _____ /sq. ft.
Reproducible Copies (Mylar)	\$ _____ /sq. ft.
Reproducible Copies (Paper)	\$ _____ /sq. ft.
Mileage	\$ _____ /mile (or federal rate if different)
Field Survey Equipment	\$ _____ /day
Resident Project Representative Equipment	\$ _____ /month
CAD Charge	\$ _____ /hour
Other Costs	
_____	\$ _____ / _____
_____	\$ _____ / _____
_____	\$ _____ / _____

Please fill in all that may apply to Engineering Services Proposal

**Standard Hourly Rates Schedule**

---

H. Standard Hourly Rates

- 1) Standard Hourly Rates are include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
- 2) The Standard Hourly Rates will be adjusted annually (as of January 2019) to reflect equitable changes in the compensation payable to Engineer.
- 3) Schedule

Hourly rates for services performed on or after the date of the Agreement are:

Officer	\$ _____/hour
Sr. Project Engineer/Scientist/Architect 6	\$ _____/hour
Project Engineer/Scientist/Architect 5	\$ _____/hour
Engineer/Scientist/Architect 3	\$ _____/hour
Engineer/Scientist/Architect 2	\$ _____/hour
Engineer/Scientist/Architect 1	\$ _____/hour
Technician 4	\$ _____/hour
Technician 3	\$ _____/hour
Technician 2	\$ _____/hour
Technician 1	\$ _____/hour
Resident Engineering	\$ _____/hour

Other Titles

_____	\$ _____/hour
_____	\$ _____/hour
_____	\$ _____/hour
_____	\$ _____/hour

Please fill in all that may apply to Engineering Services Proposal