

Village of Mount Morris – Request for Qualifications

The Village of Mount Morris is soliciting qualifications from qualified engineering firms for assistance with the following tasks: preparation and submission of a Department of Transportation (DOT) Transportation Alternative Program (TAP) Grant Application, Environmental Permitting, Easement Acquisition (as needed), Preliminary & Final Design, Bidding, Construction Administration, and Construction Inspection Services to start a sidewalk repair project within the Village of Mount Morris.

The Village of Mount Morris is soliciting Statements of Qualifications from qualified engineering firms to assist with preparation and submission of a Department of Transportation (DOT) Transportation Alternatives Program (TAP) grant application, and upon award of funding, complete engineering, design, construction, as well as all professional services required. The Village intends to pursue TAP funding in early 2026 to repair, replace, and install sidewalks at priority locations identified through the Village's ongoing sidewalk inventory.

Project Description

The Village of Mount Morris is initiating a multi-phase sidewalk improvement project to address damaged, deteriorated, or missing sidewalk segments throughout the Village. The Village intends to apply for TAP funding during the upcoming solicitation period, expected to begin in January 2026.

The selected consultant will assist the Village in with the following tasks:

1. Completion of TAP Grant Application
2. Environmental Review and Permitting
3. Easement Acquisition, as needed.
4. Preliminary and Final Design
5. Public Bidding
6. Construction Administration
7. Construction Inspection
8. Assist Village in Completion of all TAP Grant Requirements

The Village intends to submit a TAP grant preapplication in January 2026 and full application in March 2026. The selected engineer will assist the Village in preparation and submission of a TAP grant application by the Village. Upon award of TAP funding, the selected engineer will proceed with design, bidding, construction observation, construction administration services.

Submittal Content

Statements of Qualifications must include the following sections and information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and any other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Relevant Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. especially work involving: Sidewalk/ADA/pedestrian infrastructure, DOT or TAP-funded projects, or work for municipalities in New York State. Lengthy descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name,

address and phone number of a person who can be contacted regarding your performance on the project.

- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Explain how the firm intends to complete the TAP application and, if awarded, deliver all subsequent engineering and construction phases. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
- **Project Schedule.** Include a realistic schedule of general project activities indicating the duration of each activity and the total project, including a schedule of Personnel to be assigned to project.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the qualifications package.

If partnering with a qualified MWBE firm, please include their applicable information, including resumes for key personnel, into your response.

Submittal

The submission must be received no later than Monday December 29, 2025, at the Village of Mount Morris, 117 Main Street, Mount Morris, NY 14510 at 4:00 pm. Please plainly mark the outside of the envelope: **QUALIFICATIONS - CONSULTING SERVICES FOR TAP GRANT.** Submissions received after this deadline will not be considered.

Selection Process

Submissions will be ranked based on qualifications. Firms will be evaluated on the basis of the following factors:

- Experience with the Village of Mount Morris
- Relevant Experience with Similar Projects
- Project Team Availability, Qualifications, Staffing and Experience
- Management Approach including Timeliness of Project Deliverables and Ability to Communicate with Village Officials and Staff.
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Projects.

The Village will review and rank the proposals using the factors/rating scale listed below. Selection will be based on qualifications. The Village of Mount Morris reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Village of Mount Morris to pay any costs incurred in participating in said interview.

Evaluation factors:

- Knowledge and familiarity with the Village of Mount Morris including understanding of the Village's infrastructure and approach to capital projects. **Maximum Points: 15**

- Relevant experience with similar projects. Firms should provide a list and contact information for at least 3 similar projects that they have completed in the last 7 years. **Maximum Points: 20**
- Project team availability, qualifications, staffing and experience. Having the right team helps deliver a project within budget and on schedule. The Village will give considerable weight to the Firm's staff including having sufficient staff to complete the project. Weight will be given to the individual qualifications of the project team members who will be assigned to complete a majority of the work identified. Considerations will include the individuals' qualifications, experience, and location of key personnel. **Maximum Points: 25**
- Management approach including timeliness of project deliverables and ability to communicate with Village officials. Firms should outline their approach to project management and identify key services that will ensure the timeliness of project deliverables. **Maximum Points: 20**
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Projects. The Firm's familiarity and experience in successfully satisfying funding agency requirements. Proposers should point out any special requirements that must be completed for funding. **Maximum Points: 20**

The selection committee will be the Village Board. The Village expects to evaluate submissions within fourteen (14) days of receipt. If interviews are held, they will be scheduled within 2 weeks of short-list notification. An award is anticipated by January 13, 2025.

Equal Opportunity/ Affirmative Action Employer

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Village of Mount Morris strongly encourages M/WBE firms to submit proposals and may partner with qualified MWBE firms to submit a proposal.

Additional Information

Questions regarding this RFQ may be directed to:

Lisa J. Torcello
Village Clerk/Treasurer
Village of Mount Morris
117 Main Street
Mount Morris, NY 14510
(585) 658-2473
Lisa.torcello@mountmorrisny.us

LEGAL NOTICE

The Village of Mount Morris is soliciting qualifications from qualified engineering firms for assistance with the following tasks: coordination with the Village on a Department of Transportation (DOT) Transportation Alternative Program (TAP) Grant Application components, Environmental Permitting, Easement Acquisition (as needed), Preliminary & Final Design, Bidding Construction Administration, and Construction Inspection Services to repair pedestrian sidewalks within the Village of Mount Morris.

Qualification packages shall be placed in a sealed envelope addressed to Lisa J. Torcello, Village of Mount Morris, 117 Main Street, Mount Morris, NY 14510, and be plainly marked on the outside of the envelope:

QUALIFICATIONS FOR CONSULTING SERVICES - TAP GRANT, and be delivered at the address above by 4:00 pm on December 29, 2025. Information received after that date and time will not be considered.

The full Request for Qualifications may be obtained from the Village Monday through Thursday from 8:00am – 4:00p.m. or the Village website www.villageofmountmorrisny.gov. Minority and Women Business Enterprise firms are strongly encouraged to submit. The Village of Mount Morris reserves the right to reject any or all Statements of Qualifications, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Statement of Qualifications which the Village deems to represent the prudent and economical expenditure of the public monies for the benefit of the Village's inhabitants by securing the maximum quality.

Lisa J. Torcello
Village Clerk/Treasurer
Village of Mount Morris
Mount Morris, New York