



REQUEST FOR QUALIFICATIONS

Professional Engineering Design, Project Management, and Grant Writing Services

Transportation Infrastructure – Bridges and Culverts

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| Issuing Authority | Town of Ulysses, Tompkins County, NY |
| Issue Date | [Month DD, YYYY] |
| Submission Deadline | [Month DD, YYYY] at [X:00 PM] Local Time |
| Submission Email | clerk@townofulyssesny.gov (Town Clerk) [or Teresa, or Katelin?] |
| Contact Person | Teresa Naylor, 2nd Deputy Supervisor |
| Contact Email/Phone | tnaylor@townofulyssesny.gov; (607) 387-5767 x235 |

1. PURPOSE AND BACKGROUND

The Town of Ulysses (hereinafter "the Town") is soliciting Statements of Qualifications (SOQs) from licensed Professional Engineering (PE) firms experienced in transportation infrastructure to provide bridge and culvert engineering analysis and design, project management, and grant writing services on an as-needed basis. Any firm applying for PE design must be participating in the 2025-2028 Local Design Services Agreement (LSDA) Program.

The Town is responsible for the inspection, design, rehabilitation, and replacement of bridge and culvert structures throughout its highway system. The Town anticipates ongoing capital needs related to aging infrastructure and seeks to establish a qualified engineering services arrangement to support these efforts.

2. SCOPE OF SERVICES

Qualified firms may be requested to perform any or all of the following services:

2.1 General Transportation Infrastructure Support

- Roadway and drainage design incidental to bridge/culvert projects
- Propose modifications or improvements to existing and future infrastructure, evaluate project impacts, formulate recommendations, and prepare written reports
- Grant application technical support (e.g., BridgeNY, WQIP)
- Assist the Town with reviews and comments on necessary applications, and on assessments under the State Environmental Quality Review Act (SEQR)
- Attendance at public meetings and Board presentations as requested

2.2 Culvert and Bridge Services

- Structural assessment and condition evaluation of existing culverts and bridges, including load rating analysis



- Hydrologic and hydraulic analysis and design in conformance with applicable standards
- Cost estimating, feasibility studies, and survey coordination
- Preliminary and final structural design of culvert and bridge replacements, extensions, and new installations
- Environmental and regulatory support/preparation of permit applications (SEQRA, DEC) and coordination with federal and state agencies
- Coordination with Town staff and stakeholders through design and pre-construction phases
- Public outreach and stakeholder engagement
- Preparation of construction plans, specifications, and cost estimates (PS&E)

2.3 RFP/Bid Document Development and Project Management

The selected firm may be engaged to provide procurement assistance and project management support for construction, including:

- Management of the bidding process, review of contractor submissions, and recommendation of award.
- Ensure that all procurement documents comply with applicable state and local procurement requirements
- Preparation of Requests for Proposals (RFPs), Invitations for Bid (IFBs), technical specifications, and contract documents as needed
- Ensure contractor compliance, construction administration/inspection, and overall project management/oversight of construction to completion

2.4 Grant Identification and Research, Application Preparation, and Administration

At the discretion of the Town, assistance with grant funding may or may not be tied to PE design for any given project, and could include any or all of the following components:

- Monitor and identify applicable state, federal, and private grant opportunities and advise the Town Board and staff on funding prospects aligned with capital plans and Town priorities, as well as grant deadlines and eligibility windows
- Prepare complete grant applications including narratives, project descriptions, budgets, and required attachments
- Coordinate with Town staff to gather supporting documentation, financial data, and project details
- Develop project budgets, match calculations, and cost-benefit analyses as required and ensure applications comply with all funder requirements and submission formats
- Assist with grant agreement review and execution requirements

3. QUALIFICATIONS AND MINIMUM REQUIREMENTS

Responding firms must demonstrate the following:

- Current licensure as a Professional Engineer (PE) in the State of New York, specializing in transportation or civil engineering, with proof of PE licenses for key staff
- Minimum (10) years of experience providing bridge and/or culvert design services to municipal or state clients, for both new construction and rehabilitation projects, and/or minimum (5) years of experience providing grant writing services specifically to municipal governments in New York state
- Demonstrated success in securing competitive state and/or federal grants for municipal clients; applicants should be prepared to report grant award history
- Experience coordinating with municipal, county, state, and federal agencies:



- Demonstrated experience with NYSDOT design standards and Local Highway procedures
- Inclusion on Region 3 Local Design Services Agreement (LDSA) “approved list” preferred; required to work on BridgeNY projects or other Locally Administered Projects through the DOT
- Familiarity with NYS-specific grant programs and federal grant portals
- Experience with federally funded (FHWA/Local Federal Aid) projects preferred
- Current general liability, professional liability (E&O), and workers' compensation insurance at levels required by the Town
- RFP/bid document preparation and construction project management
- Adequate staffing and resources to respond to multiple concurrent project assignments

4. SUBMISSION REQUIREMENTS

Interested firms shall submit a Statement of Qualifications (SOQ) not to exceed [15] pages (excluding resumes and standard forms) including the following:

1. Cover Letter – Firm name, address, primary contact, and brief statement of interest.
2. Firm Overview – Organizational structure, office location(s), number of professional staff, and applicable PE license numbers.
3. Relevant Experience/References – Description of at least three (3) comparable bridge or culvert projects completed within the past seven (7) years, with descriptions of scope, budget, and timeline, and including client reference contact information.
4. Grant Success Record/Experience – Summary table of grants secured for municipal clients in the past five (5) years, including funder, program, award amount, and client name, plus narrative description of at least (2) comparable engagements with municipal clients, including project outcomes and any post-award administration, as well as client reference contact information.
5. Key Personnel – Resumes of proposed project manager(s) and lead design engineer(s), including PE license information; organizational chart showing reporting relationships.
6. Firm Capacity/Resources – Current workload and capacity assessment of key personnel, and evidence of adequate staffing and resources to manage concurrent projects.
7. Subconsultants – Identify any subconsultants anticipated for surveying, environmental, or other specialty services.
8. Rate sheet – List current hourly rates for key personnel and all potentially billable staff members.
9. Quality Assurance, Safety, and Insurance – Summary of quality assurance/quality control (QA/QC) procedures, certifications in relevant areas (e.g., environmental compliance, OSHA), current insurance coverage levels or certificate of insurance, and documentation of MWBE certification (if applicable).

5. SELECTION CRITERIA

Submissions will be evaluated by a Town selection committee using the following criteria:

| Evaluation Criterion |
|---------------------------------------------------------------------------------------------------------------------|
| Relevant experience and successful completion of bridge and culvert design projects of similar scope and complexity |
| Qualifications and experience of key personnel (project manager and lead engineers) |



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| Demonstrated technical expertise in bridge and culvert design |
| Demonstrated track record of securing grant funding for municipal clients (volume and success rate) |
| Breadth and depth of experience across relevant grant program areas |
| Clear capacity to complete projects on schedule and within budget |
| Demonstrated familiarity with applicable state and federal standards and funding programs |
| Firm capacity and ability to respond promptly to Town project needs |
| References and past client satisfaction |
| Cost competitiveness, if all other criteria are met |

6. SCHEDULE AND PROCESS

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| RFQ Issued | [Month DD, YYYY] |
| Questions Due | [Month DD, YYYY] |
| Answers Issued (Addendum) | [Month DD, YYYY] |
| SOQ Submission Deadline | [Month DD, YYYY] at [X:00 PM] |
| Interviews (if required) | Week of [Month DD, YYYY] |
| Selection / Notice of Intent | [Month DD, YYYY] |

The Town may request interviews or clarifications from any or all responding firms to further discuss qualifications, experience, and approach prior to final selection. The Town reserves the right to select one or more firms for inclusion on a roster of qualified engineering consultants. Selection does not guarantee future work; specific projects will be assigned through subsequent agreements.

7. SUBMISSION INSTRUCTIONS

Submit one (1) electronic copy of all materials as a single PDF to:

Carissa Parlato, Town Clerk
clerk@townofulyssesny.gov
Town of Ulysses

Subject line: "RFQ – Transportation Infrastructure Engineering Services – [Firm Name]"

Late submissions will not be accepted. The Town is not responsible for technical failures in electronic transmission.

8. GENERAL CONDITIONS

- This RFQ does not constitute a contract or commitment to award any agreement; any false or misleading information may result in disqualification.



TOWN OF ULYSSES – 10 Elm Street, Trumansburg, NY 14886
Request for Qualifications

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- The Town of Ulysses reserves the right to modify or clarify this RFQ at any time and to reject any or all submissions, request clarification, and to re-advertise at its discretion.
 - Costs incurred in preparing/submitting SOQ are solely the responsibility of the responding firm.
 - The selected firm will be expected to negotiate a fee schedule consistent with the scope of individual project assignments; no guaranteed minimum volume of work is implied.
 - The Town is an Equal Opportunity Employer and encourages MBE/WBE firms to respond.
 - All submissions become property of the Town and are subject to applicable public records laws.

9. QUESTIONS

All questions regarding this RFQ must be submitted in writing to the contact below no later than [Month DD, YYYY]. Responses will be issued by addendum to all firms on record as having received this RFQ.

Contact: Teresa Naylor, 2nd Deputy Supervisor

Email: tnaylor@townofulyssesny.gov

Phone: (607) 387-5767 x235