

CITY OF OGDENSBURG, NEW YORK

330 Ford Street — Ogdensburg, New York 13669

REQUEST FOR PROPOSALS

Engineering Design and Construction Oversight Services

DOWNTOWN MALL GREEN INFRASTRUCTURE IMPROVEMENTS PROJECT

At and around 212 Ford Street, City of Ogdensburg, St. Lawrence County, New York

GIGP Project No. GRG #2254

MWBE Participation Goal: 30% (15% MBE / 15% WBE combined)
SDVOB Participation Goal: 6%

The City of Ogdensburg is an Equal Opportunity Employer

1.0 Notice to Proposers

The City of Ogdensburg (the “City”) is requesting proposals from qualified professional engineering firms to provide final design, permitting, bidding assistance, State Environmental Quality Review Act (SEQR) services, and full-time construction oversight (resident engineering inspection) services for the Downtown Mall Green Infrastructure Improvements Project (the “Project”), located at and around 212 Ford Street in the City of Ogdensburg, St. Lawrence County, New York.

The Project is being advanced with funding assistance through the New York State Environmental Facilities Corporation (EFC) Green Infrastructure Grant Program (GIGP), GIGP Project No. GRG #2254, and is subject to all applicable state grant administration, procurement, and Minority- and Women-Owned Business Enterprise (MWBE) requirements described herein. The project is also subject to SDVOB participation requirements.

Firms interested in submitting a proposal should review this Request for Proposals (RFP) in its entirety, including all attachments, prior to preparing a response. Proposals must be submitted in accordance with the instructions in Section 9.0 by the deadline stated on the cover page. Late proposals will not be considered.

2.0 Background and Project Description

2.1 City Overview

The City of Ogdensburg is a municipality located on the southern shore of the St. Lawrence River in St. Lawrence County, New York. The City has undertaken a multi-year program of combined sewer overflow (CSO) reduction and public space improvement, including sewer separation, hydraulic improvements, and construction of a CSO storage facility at the City's wastewater treatment plant, consistent with the City's NYSDEC-approved Long-Term Control Plan.

2.2 Project Site

The Downtown Mall Parking Area (DMPA) is an approximately 13.5-acre municipal parking lot located at and around 212 Ford Street, of which approximately 13 acres is impervious surface. The site currently provides approximately 250 parking spaces serving surrounding businesses, including state and medical offices. Stormwater from the parking lot discharges to the City's combined sewer collection system; rooftop stormwater from adjacent buildings discharges directly to the storm sewer. The site is not located within a FEMA-designated flood hazard area but does fall within a NYSDEC-identified Potential Environmental Justice Area (PEJA 15000US360894915001).

2.3 Feasibility Study Basis of Design

The City retained Environmental Design & Research, D.P.C. (EDR) to prepare an Engineering Report / Feasibility Study, dated August 2024, evaluating green infrastructure alternatives for the DMPA. That study, which is available to prospective proposers as a reference document (see Attachment A), recommends a combined green infrastructure approach including:

- Bioretention areas sized to treat runoff from parking areas and rooftops;

- Downspout disconnection of adjacent building rooftops, with routing to bioretention practices and/or rain barrels for non-potable reuse;
- Permeable pavement in low-traffic and overflow parking areas; and
- Stormwater street trees / tree boxes integrated with the parking layout.

The recommended concept maintains approximately 242 parking spaces, including accessible spaces and electric vehicle charging stations, while incorporating LED site lighting, a concrete stage/flex space, and associated site restoration and vegetation plantings. Preliminary estimates in the feasibility study indicate the combined practices could capture approximately 500,000 gallons (roughly 1.5 inches of rainfall) and reduce CSO discharge volume to the combined sewer system. The feasibility-level opinion of probable construction cost was approximately \$2,995,000 (construction) and \$3,275,000 (total project cost, 2023 basis); the selected consultant will be responsible for refining this estimate through each design phase.

The scope of services described in this RFP begins where the feasibility study concludes and carries the Project from preliminary/final design through construction completion and closeout.

2.4 Project Goals

1. Reduce combined sewer overflow (CSO) volume and frequency consistent with the City's Long-Term Control Plan;
2. Improve stormwater quality prior to discharge, in accordance with NYSDEC Stormwater Management Design Manual standards;
3. Improve the public realm and aesthetics of the downtown parking area, complementing the City's adjacent at and around 212 Ford Street public space and Dobisky Center Park investments;
4. Maintain adequate, accessible parking to serve downtown businesses during and after construction;
5. Integrate design and construction by coordinating with the city's Downtown Revitalization Initiative grant's approved public projects to enhance the general downtown area, which this project is a part of, and provide additional "value add" for this catalytic investment to attract people to the project area;
6. Deliver the Project within the funding, schedule, and reporting requirements of the EFC GIGP grant; and
7. Meet or exceed the MWBE/SDVOB participation goals established in Section 5.0.

3.0 Scope of Services

The selected firm (“Consultant”) shall provide all design/engineering, environmental, and construction oversight services necessary to advance the Project from the conclusion of the feasibility study through construction completion, final closeout, and grant reporting. At minimum, the scope of services shall include the tasks described below. Proposers may recommend additional or alternative tasks they believe are necessary to successfully deliver the Project.

3.1 Public Outreach & Solicitation

- Conduct one public outreach session prior to design to understand the needs of the community and the needs of the building and business owners in and around the parking lot area;
- Conduct one public presentation session and one presentation to the City Council (on the same day is appropriate) discussing designs and soliciting additional feedback from the public and elected officials.

3.2 Preliminary and Final Design Services

- Conduct supplemental field investigations, including geotechnical borings, infiltration testing, utility locates/subsurface utility engineering (SUE), and topographic survey, to confirm and refine the feasibility study's basis of design if necessary;
- Prepare preliminary (30%/60%) and final (95%/100%) design submittals, including engineering plans, technical specifications (in CSI or NYSDOT format as directed by the City), and an updated opinion of probable construction cost at each milestone;
- Design each green infrastructure element (bioretention, downspout disconnection, permeable pavement, and stormwater street trees) in accordance with the NYS Stormwater Management Design Manual and NYSDEC/EFC Green Infrastructure guidance;
- Coordinate design with affected downtown business and property owners regarding rooftop downspout connections, access, parking phasing, and loading/turning movements for delivery vehicles;
- Prepare a maintenance of traffic and parking phasing plan to minimize disruption to downtown businesses during construction;
- Design electrical improvements including LED site lighting and electric vehicle charging station infrastructure; and
- Facilitate design review meetings with City staff and stakeholders at each design milestone.

3.3 Regulatory Approvals and Permitting

- Prepare and submit all permit applications required for construction, including but not limited to NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity, Stormwater Pollution Prevention Plan (SPPP), and any additional NYSDEC, Army Corps of Engineers, St. Lawrence County Health Department, or City permits applicable to the Project;
- Coordinate directly with NYSDEC and EFC on technical review comments related to the Project design and the pending GRG #2254 grant review, and respond to all review comments in a timely manner; and

- Prepare any easement, right-of-way, or utility coordination documentation necessary for construction.

3.4 SEQR Services

The Consultant shall provide full State Environmental Quality Review Act (SEQR), 6 NYCRR Part 617, services on behalf of the City, including:

- Assist the City in establishing Lead Agency status and coordinating with involved and interested agencies;
- Classify the action (Type I, Type II, or Unlisted) and prepare the appropriate determination;
- Prepare the Full or Short Environmental Assessment Form (EAF), including all EAF Mapper and technical attachments, and a draft Determination of Significance for City Council/Lead Agency consideration;
- If required, prepare a scoping document and Draft/Final Environmental Impact Statement (DEIS/FEIS) and Findings Statement;
- Evaluate and document the Project's relationship to the identified Potential Environmental Justice Area (PEJA), including any additional public outreach or analysis warranted under NYSDEC Environmental Justice policy (CP-29); and
- Attend Planning Board, City Council, and/or other public meetings as needed to support SEQR determinations and public comment periods.

3.5 Bidding Phase Services

- Prepare bid documents, contract documents, and advertisement for bid in accordance with New York General Municipal Law and City procurement requirements;
- Incorporate MWBE and SDVOB utilization requirements, forms, and reporting obligations (Section 5.0) into the bid and contract documents;
- Conduct a pre-bid meeting and site visit, respond to bidder questions, and issue addenda as needed;
- Assist the City with bid opening, bid tabulation, responsiveness/responsibility review (including MWBE and SDVOB utilization plans review), and a written recommendation of award; and
- Assist with preparation of construction contract documents and pre-construction conference materials.

3.6 Construction Phase Services / Construction Oversight (Resident Engineering Inspection)

The Consultant shall provide construction administration and full-time resident engineering inspection (REI) services for the duration of construction, currently anticipated to span approximately [insert duration], including:

- Conduct a pre-construction conference and maintain a project record of all construction meetings;
- Provide a qualified, NYSDOT/NICET-certified (or equivalent) Resident Project Representative (RPR) on site during all construction activities to observe and document conformance with the contract documents;
- Provide the city with a weekly (or more frequent) report of project progress that must include photographic evidence of said progress; report issues/problems/challenges to the city immediately;
- Review and approve/reject shop drawings, submittals, and requests for information (RFIs);
- Perform and document construction materials testing and inspection (soils, concrete, asphalt, permeable pavement subbase, and plant establishment) directly or through a qualified subconsultant;

- Maintain daily inspection reports, photographic documentation, and an as-built record set; and provide said to the city in regular intervals;
- Review and process contractor pay applications, change orders, and maintain a project budget/change order log;
- Coordinate construction-phase communication with downtown businesses regarding access, parking availability, and construction phasing;
- Manage and lead regular construction update meetings between contractors and city officials that include progress to date, planned progress within the time window, problem solving
- Monitor and document prevailing wage compliance, contractor MWBE and SDVOB utilization and workforce compliance throughout construction, including monthly compliance reporting;
- Perform substantial completion and final inspections, prepare punch lists, and verify punch list completion;
- Review and approve pay applications from vendors for city review and processing;
- Prepare record (as-built) drawings and a final Engineer's Certification of Construction Completion; and
- Verify and document stormwater practice performance/functionality prior to final acceptance, including infiltration testing where applicable.

3.7 Grant Administration and Closeout Support

- Assist the City in complying with all EFC GIGP grant administration, reimbursement, and reporting requirements throughout design and construction;
- Support the preparation and submission of required progress reports, payment requisitions, and closeout documentation to EFC/NYSDEC; and
- If necessary, prepare an Operation and Maintenance (O&M) Manual for all green infrastructure practices, and provide City staff training on inspection and maintenance responsibilities.

4.0 Submission Schedule

The following schedule outlines the procurement process for this RFP. Consultants shall present a schedule of execution no later than the first meeting with the City.

Milestone	Anticipated Timeframe
RFP Issued by City	August 3, 2026
Site Visit (RSVP Required)	August 17, 2026
Questions Submissions to City	August 24, 2026
City Addendum Answering Questions	September 1, 2026
Proposals Due	Noon on October 22, 2026
RFP Award / Notice to Proceed	November 13, 2026
Contract Negotiation & Award by Council	December 7, 2026
Notice to Proceed	December 8, 2026
First Meeting with City	No Later Than January 7, 2027

5.0 MWBE Participation Requirements

Consistent with New York State Executive Law Article 15-A and the requirements of the EFC Green Infrastructure Grant Program, the City has established an overall Minority- and Women-Owned Business Enterprise (MWBE) participation goal of 30% for this contract, allocated as 15% Minority-Owned Business Enterprise (MBE) and 15% Women-Owned Business Enterprise (WBE) participation, measured as a percentage of the total contract value.

- Proposers shall complete and submit a MWBE Utilization Plan (Attachment C) identifying certified MBE/WBE subconsultants, the scope and dollar value of work to be performed by each, and the resulting percentage of MWBE participation;
- All proposed MBE/WBE firms must hold current New York State certification through the Empire State Development Division of Minority and Women Business Development, or an equivalent certification accepted by EFC, at the time of proposal submission;
- Proposers unable to meet the 30% goal must submit documentation of Good Faith Efforts (Attachment D) demonstrating a reasonable and documented attempt to identify and solicit MBE/WBE participation;
- The selected Consultant will be required to submit monthly MWBE participation compliance reports (EFC/NYS Form) throughout the term of the contract; and
- Failure to submit a complete MWBE Utilization Plan, or a Good Faith Efforts waiver request, with the proposal may result in the proposal being deemed non-responsive.

Questions regarding MWBE certification or utilization requirements should be directed to the City's MWBE/procurement contact identified in Section 9.0.

5.1 SDVOB Participation Requirements

Contractors and Subcontractors are required to comply with New York State Veterans' Services Law, Article 3, and 9 NYCRR Part 252, and/or any other related regulations promulgated thereto for all State contracts meeting Article 3 thresholds.

- Proposers shall complete and submit a SDVOB Utilization Plan (Attachment C) identifying certified SDVOB subconsultants, the scope and dollar value of work to be performed by each, and the resulting percentage of SDVOB participation;
- All proposed SDVOB firms must hold a current New York State certification through the Division of Service-Disabled Veteran-Owned Business Development, at the time of proposal submission;
- Proposers unable to meet the 6% goal must submit documentation of Good Faith Efforts (Attachment D) demonstrating a reasonable and documented attempt to identify and solicit SDVOB participation;
- The selected Consultant will be required to submit monthly SDVOB participation compliance reports throughout the term of the contract; and
- Failure to submit a complete SDVOB Utilization Plan, or a Good Faith Efforts waiver request, with the proposal may result in the proposal being deemed non-responsive.

Questions regarding SDVOB certification or utilization requirements should be directed to the City's SDVOB procurement contact identified in Section 9.0

6.0 Proposal Content and Format

Proposals should be concise and well organized and should follow the outline below. Proposals should not exceed 30 pages excluding resumes, forms, and required attachments.

6.1 Cover Letter

A signed cover letter summarizing the firm's understanding of the Project and interest in providing the requested services.

6.2 Firm Qualifications and Experience

Description of the firm's (and any subconsultants') qualifications, including relevant experience with green infrastructure design, CSO/combined sewer projects, NYS EFC/GIGP-funded projects, SEQR compliance, and municipal construction oversight. Include at least three (3) comparable project references with contact information.

6.3 Project Team and Key Personnel

Identification of the proposed Project Manager, lead design engineer(s), SEQR lead, and Resident Project Representative, including resumes, licensure (NYS PE required for design lead), and relevant certifications (e.g., NICET, CPESC/CESSWI for erosion control inspection).

6.4 Project Understanding and Approach

A narrative describing the firm's understanding of the Project and technical approach to design, permitting, SEQR, and construction oversight, including any recommended refinements to the scope of services in Section 3.0.

6.5 Proposed Schedule

A detailed project schedule addressing each phase of the project:

- Supplemental field investigations (If needed)
- Preliminary design submittals
- SEQR and agency consultations
- Final design submittals
- Public engagement and Council presentation
- Bid documents and advertising schedule
- Bid meeting(s) with prospective contractors and site visit (if necessary)
- Bid opening, bid tabulation, responsiveness/responsibility review, & written award recommendation
- Contractor coordination and notice to proceed
- Schedule of contractor work and completion
- Final closeout and grant reporting completion

6.6 MWBE and SDVOB Utilization Plan

Completed MWBE and SDVOB Utilization Plans (Attachment C) or Good Faith Efforts documentation (Attachment D), as described in Section 5.0.

6.7 Cost Proposal

A detailed, itemized fee proposal in a separate sealed envelope/file, broken out by phase of service (design, permitting, SEQR, bidding assistance, construction oversight/REI, and grant/closeout support), including hourly rates, estimated hours, and any subconsultant fees.

6.8 Required Forms and Certifications

- Non-Collusive Bidding Certification
- Iran Divestment Act Compliance Certification
- MWBE Utilization Plan / Good Faith Efforts Documentation
- SDVOB Utilization Plan / Good Faith Efforts Documentation
- Sexual Harassment Prevention Policy Certification
- Proof of current New York State professional engineering licensure/certificate of authorization
- Certificate of Insurance (or written commitment to provide coverage meeting Section 8.0 upon award)

7.0 Consultant Qualifications

At minimum, the Consultant shall demonstrate the following qualifications:

- A New York State Certificate of Authorization to practice engineering, with the Project design directed by a New York State Licensed Professional Engineer;
- Demonstrated experience designing and permitting green infrastructure / stormwater management practices (bioretention, permeable pavement, downspout disconnection) in New York State, including at least one completed EFC or NYSDEC grant-funded project;
- Demonstrated experience preparing SEQR documentation, including EAFs and Determinations of Significance;

- Demonstrated experience providing full-time resident engineering inspection / construction oversight on public infrastructure projects of comparable scope and value; and
- No unresolved findings of non-responsibility, debarment, or default on a New York State or federally funded public contract within the past five (5) years.

8.0 Evaluation Criteria and Selection Process

Proposals will be evaluated by a City selection committee based on the following weighted criteria. Cost will be reviewed separately from the technical proposal and will not be opened or scored until after technical evaluation is complete.

Evaluation Criterion	Weight
Firm and key personnel qualifications / relevant experience	25%
Project understanding and technical approach (design, SEQR, permitting, REI)	25%
Demonstrated capacity to meet the proposed schedule	10%
MWBE/SDVOB Utilization Plans / Good Faith Efforts	30% Combined MWBE 6% SDVOB
References and past performance on comparable projects	10%
Cost proposal	15%

The City reserves the right to request interviews or oral presentations from one or more short-listed firms, to request clarification of any proposal, to reject any and all proposals, to waive informalities, and to negotiate final scope and fee with the selected firm prior to contract execution. This RFP does not commit the City to award a contract.

9.0 Insurance and Indemnification

The selected Consultant shall procure and maintain, for the duration of the contract, at minimum:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate;
- Professional Liability (Errors & Omissions): \$1,000,000 per claim / \$2,000,000 aggregate;
- Automobile Liability: \$1,000,000 combined single limit;
- Workers' Compensation and Employer's Liability coverage as required by New York State law; and
- The City of Ogdensburg named as Additional Insured on all liability policies (excluding professional liability), with a Waiver of Subrogation.

The Consultant shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any claims, damages, losses, and expenses arising out of the Consultant's negligent acts, errors, or omissions in the performance of services under the resulting contract, to the fullest extent permitted by New York law.

10.0 General Contract Terms and Conditions

- The resulting agreement will be structured as a professional services contract between the City and the selected Consultant, subject to review and approval by the City Attorney and, where applicable, NYSDEC/EFC;
- Compensation may be structured as a not-to-exceed lump sum, hourly not-to-exceed, or a hybrid fee structure by phase, at the City's discretion, as negotiated with the selected firm;
- The Consultant shall comply with all applicable federal, state, and local laws, including but not limited to New York General Municipal Law, Executive Law Article 15-A (MWBE), New York State Veterans' Services Law, Article 3 (SDVOB), Labor Law (prevailing wage, where applicable), and EFC/GIGP grant terms and conditions;
- The City reserves the right to terminate the agreement for convenience upon written notice, and for cause in the event of the Consultant's default; and
- All work products, plans, specifications, and reports produced under the contract shall become the property of the City upon payment.
- All agreements must comply with and include EFC's most current terms and conditions.

11.0 Submission Instructions & Questions

All questions for this RFP should be emailed to Deb Langley, Technical Specialist, at the email address below, by August 24, 2026. City will publish its responses according to the schedule in this document.

Proposers must submit one (1) original, five (5) copies, and one (1) electronic copy (PDF) of the technical proposal, and a separately sealed cost proposal, no later than the deadline of noon on October 22, 2026, to:

Deb Langley, Technical Specialist

City of Ogdensburg

330 Ford Street

Ogdensburg, New York 13669

Email: dlangle@ogdensburgny.gov Phone: (315) 393-7900

Proposals must be clearly marked "RFP – Downtown Mall Green Infrastructure Improvements – Engineering and Construction Oversight Services." All questions must be submitted in writing by the deadline listed above; the City will issue written responses to all proposers via addendum. The City reserves the right to reject any or all proposals, to waive technical irregularities, and to award the contract in the best interest of the City.

Attachments

- Attachment A — Downtown Mall Green Infrastructure Improvements Feasibility Study (EDR, August 2024)
- Attachment B — Project Location Map and Concept Site Plan
- Attachment C — MWBE and SDVOB Utilization Plan Form
- Attachment D — MWBE and SDVOB Good Faith Efforts Documentation Form

- Attachment E — Non-Collusive Bidding, Iran Divestment Act, Equal Opportunity Employment Policy Statement and Sexual Harassment Prevention Certifications
- Attachment F — Sample Professional Services Agreement