

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK
REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES RELATED TO THE MODOCK SPRINGS
VALUE PROTECTION PROGRAM**

Notice is hereby given that the Town of Victor, New York, County of Ontario will receive proposals for environmental consulting services for the Town in connection with the implementation of the Modock Springs Value Protection Program (MSVPP).

The Town Board of the Town of Victor, Ontario County, of New York is soliciting sealed proposals from qualified environmental consulting firms with experience in providing detailed implementation services as outlined in the SCOPE OF SERVICES section of this request.

Proposals shall be submitted by consultants who have experience in implementing programs of this nature, and must become experts with the Modock Springs Value Protection Program and must be capable of providing direct consulting services as outlined below.

1. Objective

The Town of Victor is currently reviewing services of firms capable of providing detailed direct contact with individuals within the Modock Springs Value Protection Program Area and coordinate all aspects of the program for the Town. The consultant must be qualified to provide technical environment advice and interpretations.

2. Scope of Services

The Town is seeking a firm to provide detailed contact information for property owners within the Modock Springs Value Protection Program Area, (MSVPPA). The selected consultant will provide these services to all owners and prospective purchasers of property in this area as identified in Attachment A . The consultant must be completely familiar with the program as is detailed in Attachment B.

The consultant will further implement or cause the implementation of this program on behalf and in cooperation with the Town. The various general municipal and technical engineering services including plan review and consulting services to Town Board, Town Planning Board and Town Zoning Board; surveys, studies, reports, design, construction

inspection, and project administration on road projects, water, wastewater, drainage and environmental projects; administration of Town's Ms4 program, and related engineering services.

The consultant must be able to meet with the general public, representatives of various NYS agencies and the Town on an as needed basis.

The consultant will prepare reports and provide data for various public news outlets in cooperation with the Town and the Town Attorney.

Excellent written and oral communication skills are a prerequisite

3. Compensation

Upon review of the program requirements, the prospective consultants must submit a proposed fee schedule outlining various duties. The Town may request a fixed fee or a not-to-exceed fee on any given aspect of the program, subject to any conditions and exceptions agreed to by the parties.

4. Termination of Agreement

This agreement shall remain in effect for a period of two years. After which it may be renewed or a new consultant may be selected at the discretion of the Town Board. The agreement may be terminated by either party by thirty days written notice. The agreement will provide for annual review of compensation and evaluation of performance.

5. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance.

In addition, the Consultant agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

6. Experience and Qualifications

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 2. The proposals will be evaluated on knowledge, experience and success of these similar services.

If applicable, the consultant should provide a list of potential conflicts of interests due to personal interests or work done for others. Please explain and specify how these would be addressed.

7. Proposal Submission Information

Submission Date and Time: December 23, 2008 @ 3:00 PM

One (1) original & Five (5) copies

Submit to:

Tina Kolaczyk, Secretary to the Town Supervisor

Town of Victor

85 East Main Street

Victor, NY 14564

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

8. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.