



Request for Proposals

To Provide Engineering and Consultant Services
Per General Engineering and Professional Consulting Services RFP

For

Intersection Engineering and Consultant Services

Broad Street and RC Hoag Drive
in the City of Salamanca, on the Seneca Allegany Territory



Seneca Nation Department of Transportation

Proposals Due: January 6, 2025

Issued Date: December 2, 2024

Request for Proposal (RFP)
Intersection Engineering and Consulting Services
Seneca Nation Department of Transportation (SNDOT)

The Seneca Nation of Indians is seeking proposals from a qualified firm or firms to provide engineering design and construction administration and inspection services necessary to construct a roundabout at the intersection of Broad Street (NY Route 417) and R.C. Hoag Drive. Additional information about the full scope of the RFP can be found under the Scope of Work. Proposals can be submitted either electronically via email (but are limited to a maximum of 10MB) or one (1) hard copy can be mailed to the contact and address below.

Overview:

The Seneca Nation was recently awarded funds through the US DOT, Federal Highway Administration's (FHWA) Safe Streets for All (SS4A) to make improvements to the intersection of Broad Street/RC Hoag Drive in the City of Salamanca, on the Seneca Allegany Territory. As identified per the Seneca Nation Transportation Safety Plan (attached), and identified within the SS4A grant application, the preferred treatment to improve safety at the intersection is a modern roundabout.

This RFP will be used to select one firm to complete all phases of design and prepare the project for letting in order to start construction by spring of 2026

All communications regarding this RFP shall be directed to:

Seneca Nation Department of Transportation
Attn: Timothy Waterman, Transportation Planner
90 Ohi:yo Way
Salamanca NY, 14779
Timothy.Waterman@sni.org

Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held to discuss the requested service with prospective clients and to answer any questions regarding the RFP.

The pre-proposal meeting will be held via conference call/MS Teams:

December 13, 2024, 10:00 am EST.

[Join the meeting now](#) (click link)

Meeting ID: 253 524 656 023

Passcode: kj9Kd6LJ

Dial in by phone

[+1 929-352-2272,,590722512#](#)

Phone conference ID: 590 722 512#

There will be no individual meetings scheduled prior to proposal submissions.

Clarification and Addendums

All questions regarding this RFP shall be directed to Timothy.Waterman@sni.org no later than December 20, 2024 at 12:00pm EST. All corrections and changes will be made as an official addendum through the SNDOT and emailed to all bidders. It shall be the respondent's responsibility to ensure they received all addendums before submitting their proposal.

RFP deadlines may be adjusted by the SNDOT to ensure quality responses.

The SNDOT reserves the right to reject any and all responses, to waive any information, or irregularities therein, and to make an award in whole, or in part as deemed in the best interest of the Seneca Nation. Late or unsigned proposals will not be accepted or considered. It is the responsibility of bidders to ensure that their proposal is received by the time and date specified in the RFP.

The successful bidder may work directly with the SNDOT – Director, Deputy Director and Transportation Planner.

Project Description

The Broad Street-RC Hoag Drive Intersection Improvement Project is an intersection safety improvement project identified in the Seneca Nation Transportation Safety Plan as the primary focus of four specific hazardous locations recommended for Safety Improvement Projects across all Seneca Nation Territories. As part of the Seneca Nation's overall focus of achieving the highest possible level of transportation safety, this project will aim to eliminate existing routing deficiencies resulting in vehicle collisions and pedestrian safety concerns. Safe Streets and Roads

for All Funds will be used towards the design and construction of a single lane roundabout, streetlights at the intersection that are up to current standards, along with various other safety measures and construction-associated costs.

Description of the Project Location:

The Broad Street-RC Hoag Drive Intersection Improvement Project will take place completely on the Seneca Nation’s Allegany Territory, within the city limits of Salamanca, New York. The area selected for our project is located at the intersection of a hazardous 4-road intersection. At this intersection, is traffic joining from the expressway and Seneca Allegany Casino, traffic joining Salamanca from Jimersontown. Route numbers from the National Tribal Transportation Facility Inventory (NTTFI) for each of the roads involved are: Broad Street (aka Route 417):0509, RC Hoag: (A-951T) The Seneca Nation is, and will always be, the owner of the land and infrastructure within its boundaries. By Seneca Nation approval and agreement: State and local agencies have maintenance obligations on many Seneca Nation roads, including the roads involved with this project. However, the Seneca Nation will work with each of our transportation partners to determine to what extent, their concerns may impact any measures to be implemented to assure safety for all users.

a) Length of project:

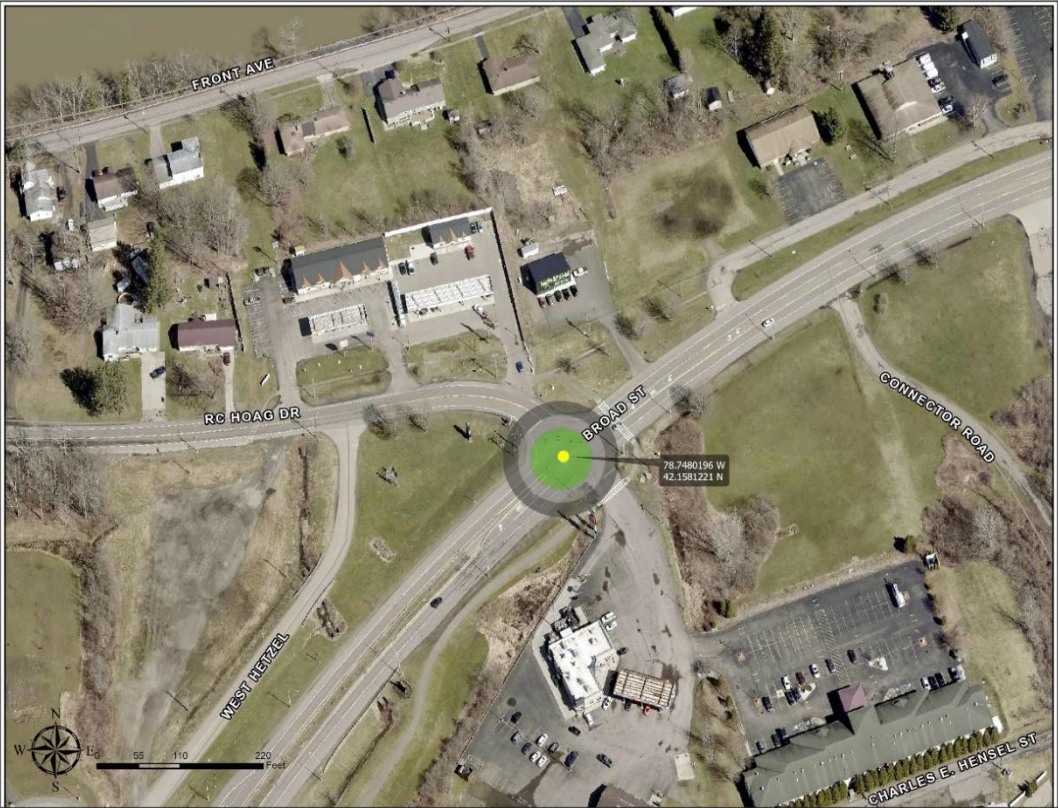


Figure 1: Broad Street and RC Hoag Drive

b) Project limits:

The project limits include the entire roadway right-of-way including any sidewalks, driveways, parking areas, and utilities that may be affected.

Broad Street (Rt. 417):

At the intersection of Broad Street and RC Hoag Drive, there is approximately 62 to 75 feet in width with three (3) travel lanes; one lane in each direction plus a center left turn lane. The paved shoulders are 12 feet to 24 feet wide through the intersection.

RC Hoag Drive:

RC Hoag Drive is a two-way, two-lane local access roadway in the city of Salamanca which generally runs in an east/west direction from Center Road on the west to Mill Street on the east. On the north, the roadway is approximately 36 feet wide with two 11-foot lanes and seven (7) foot paved shoulders on both sides. On the south, the roadway is approximately 38 feet wide without channelization.

The RC Hoag Drive leg has a gas station convenience store with multiple ingress and egress points. Broad Street at the intersection has a Burger King/Hotel entrance on the southside. The northside of Broad Street has a business entrance, that is about 120 feet from RC Hoag Drive.

Guidelines/Standards

As identified in the Seneca Nation Transportation Safety Plan, a modern roundabout is the preferred solution to improve safety of the intersection. For roundabout design, the Transportation Research Board's **"Roundabouts: An informal guide – Second Edition, National Cooperative Highway Research Program (NCHRP) Report 672"** should be utilized to facilitate a safe, optimal design that is consistent at the national level.

All work should be in compliance with Safe Streets and Roads for All FY23 Terms and Conditions TTP 25 CFR Part 170 and Chapter 2 of Title 23 Regulations, SNI-Federal Lands Highway Agreement and TTP Delivery Guide. All work shall conform to New York State Department of Transportation Standards (U.S. Customary Units).

Work Description

The project includes all necessary services to provide Pre-NEPA, Preliminary design, NEPA, final construction plans, specifications, and front end documents to be released for bid for the project and are not limited to; survey (firms should utilize SN in-house surveyors when feasible but should have the capability to complete surveys within the firm), roadway/roundabout horizontal and

vertical design, utility investigation and relocation design, grading, drainage, lighting, and landscape median design, along with construction specifications, Right of Way acquisition services, and coordination/negotiations with effected businesses and property owners. It is anticipated that additional Right of Way will have to be acquired, and additional temporary and permanent easements acquired from adjacent private properties. The selected firm will create acquisition maps that may require Temporary Construction Easements (TCEs) and Temporary Maintenance Easements (TMEs).

- Coordinate activities with NYSDOT, Salamanca (DPW, BPU, etc.), and property owners
- Review of existing conceptual design, traffic/crash analyses, site constraints, environmental considerations, and background information.
- Gather topographic and property boundary survey data within the project limits in accordance with NYSDOT standards.
- Provide traffic/work zone management plan and route detour plan
- Provide Geotechnical borings and a Geotechnical subsurface investigation report with pavement design recommendations.
- NEPA
- Stormwater Plan
- Provide all necessary elements of design to provide engineered drawings, profiles, sections, details and specifications necessary for approval by the Seneca Nation DOT and NYSDOT. Appropriate design level plans shall be submitted for approval at appropriate design levels; 30%, 60%, 90% and Final Plans & Specifications.
- Provide an itemized estimate of total project costs
- Provide an Opinion of Probable Construction Cost at each plan set submittal.
- Provide all necessary roundabout design, documentation, and analysis for approval by the SNDOT and NYSDOT.
- Provide all necessary coordination and design for locating existing utilities, identifying potential conflicts, and the design of relocation of utilities as necessary.

- Provide all necessary design, documentation and analysis in order to provide a final drainage report for approval by the SNDOT and NYSDOT.
- Provide all necessary design for appropriate erosion control and storm water management in accordance with the SNDOT and NYSDOT standards.
- Provide all necessary design and coordination for engineered electrical plans for roadway lighting and the option for holiday lighting in the medians.
- Provide all necessary design and coordination for irrigation and landscape plan design for approval by the SNDOT and NYSDOT. The project will be presented to the public and Nation leadership and will require colored/rendered drawings or computer model of the plans for review.
- Provide all necessary design for signage and striping plans for approval by the SNDOT and NYSDOT. Signage should include dual language signs – language to be provided by SNDOT.
- Provide all necessary plans and documentation for ROW clearance and final ROW plans, for the acquisition of the necessary ROW and easements.
- Provide Final Plans and Specifications for the final construction Bid Documents.
- Provide all front-end documents to release for bid.
- Assist SNDOT through construction- answer RFIs, process addendum, field changes, and change orders, provide limited project inspection and final inspection
- Provide FHWA closeout documents and provide SN with all plans, as-builts, and CAD files

Project Meetings & Coordination

In addition to engineering and design, the selected firm will assist the SNDOT with meetings and public/stakeholder interaction. Agendas and meeting minutes should be provided for each meeting.

- A. Kick-off Meeting
- B. Project/technical team meetings
 - a. coordination with NYSDOT on 417 roadwork
 - b. coordination with Salamanca for road and utility work

- C. Public/Stakeholder Meetings (businesses may meet together)
 - a. Seneca Nation (Council and Executive)
 - b. New York State Department of Transportation
 - c. Public (Per Public Participation Plan)
 - d. City of Salamanca (Officials)
 - e. Salamanca BPU, DPW
 - f. Salamanca City Central School District
 - g. Burger King
 - h. White Pine Lodge
 - i. Allegany Gas & Smokes
 - j. Redeye Beverage Company
 - k. Little Caesars Pizza
 - l. 888 Cannabis Company
- D. Field Inspection Review
- E. Final Review

Project Schedule

The time period for the engineering/design and coordination work described in this request covers the period from a fully executed contract agreement through the approved, construction window timeline. Construction schedules are subject to change according to coordination with NYSDOT. Contracts are anticipated to cover 2 calendar years to cover engineering/design and consulting through construction as well as final close-out and inspection.

Submittal Requirements

Proposals shall include three (3) signed hard copy submissions and one (1) electronic pdf. A maximum of 15 pages + cover pages on 8.5" x 11" paper with a maximum of 10MB may be used. 11" x 17" spreads may be used for charts, tables, images, etc. and will count as a single page. Submittals can be sent to the email contact and address below.

All communications regarding this bid should be addressed to:

Seneca Nation Department of Transportation

Attn: Timothy Waterman
90 Ohi:yo Way
Salamanca NY, 14779
Timothy.Wateman@SNI.org

Please cc the following on electronic submittals:

- Angie Kennedy, SNDOT Director: a.kennedy@sni.org
- Sharon Ray, SNDOT Deputy Director: Sharon.Ray@sni.org

****Proposals must be received by the Department of Transportation on or before January 6, 2025, by 2:00 pm. Proposals received after the deadline will not be considered.**

Submittals shall include:

General Documentation:

- Cover sheet including - Company name, address, phone number, and who produced the proposal
- Point of contact (name, title, email, and phone number)
- Key personnel that will be assigned to this project - names, email addresses, phone numbers
- any sub-consultants with point of contact name, email, and phone number

Qualification Documentation:

- a summary of understanding.
- Description of the approach to the project and how tasks will be executed. Note unique challenges, assessments, and project interpretation. Include intended deliverables, milestone completion schedule, and other project related information;

- a detailed description of the responder’s qualifications and experience working specifically on roundabouts and include other intersection experience;
- experience with cost estimating;
- a detailed scope of services that the firm can provide including information displaying the firm’s capability and approach to perform the required tasks;
- experience working on Seneca Nation transportation projects, other Seneca Nation Projects, TTP projects, and/or projects with Federally recognized tribes;
- State of New York licenses for all relevant services to be provided;
- confirmation of sufficient financial and human resources to support the obligations under the Service Agreement;
- SNI Business License, or ability to obtain one;
- proof of current insurance coverage;
- The consultant and all sub-consultants may be asked to provide certificate of occupancy, certificates of completion, and/or health and safety certificate;

other information that the proposer deems relevant for consideration including reference to any additional work tasks not included in the above description that the proposer feels would be crucial to fully executing the project.

Evaluation Criteria

The Seneca Nation DOT will evaluate proposals received and select the most qualified firm based upon the information provided. The firm that demonstrates the strongest profile and presents the best value to the Seneca Nation will be selected. After selection, the DOT will enter into any necessary negotiations to reach a final contract.

Contracts will be awarded based on the following criteria:

- Firm, staff, and subcontractors’ strength and ability to complete the scope of services
- Understanding of and approach to the scope of services requested
- Qualification of firm based on documents provided
- Experience working on
 - Seneca Nation transportation projects

- Other Seneca Nation projects
- TTP Projects
- Other projects with Federally recognized tribes
- Transportation projects
- Ability to provide value engineered/cost effective design
- Ability and availability of the firm to provide quick turn-around and direct consulting

Fee/Cost: Please provide all costs on a separate sealed attachment

- For this proposal, provide a total cost along with an estimated time and cost of personnel assigned to the project. Cost shall be broken down by necessary tasks and total summarized to complete all tasks. Tasks and costs are subject to change per negotiation prior to contract execution. The contract amount shall not be exceeded, and any changes that may affect the budget must be reviewed and approved by the SNDOT POC prior to starting any work. The proposal shall include:
 - The detailed estimated number of hours to complete the project by task;
 - A rate/hour fee schedule for each staff member and/or consultant that will complete work on the project;
 - The cost of any sub-contractors, consultants, etc.. that may be utilized; and
 - A detailed breakout of fees, direct/indirect costs, and markups including, but not limited to:
 - Subcontractor markup
 - Overhead, G&A, and Fee/Profit and/or any additional indirect costs that may be associated with the project cost.
 - Any transportation, reproduction, print, material, or other anticipated costs.

Conditions

After a priority listing of firms is established, the Seneca Nation will negotiate a contract with the first priority firm. If negotiations cannot be successfully completed with the first priority firm, negotiations will be formally terminated and will be initiated with the second most qualified firm and, likewise, with the remaining firm(s). If acceptable terms cannot be met, the Nation retains the ability to re-release the RFP as an open request for which bid fees will be sealed.

Disclosure

If you or any director, officer, employee, or owner of your company has a business or personal relationship with a director, officer, or employee of the Seneca Nation (or its affiliates) that may create a conflict of interest, or appearance of impropriety, for or relating to such director, officer, or employee in connection with the entry into, or ongoing performance of, the transaction(s) or service(s) contemplated under this RFP, you are under an obligation to disclose such conflict to the Nation, to the extent that you have knowledge thereof. All work completed must be done so in compliance with all Seneca Nation laws and regulations as well as being in compliance with any and all funding source requirements.

Appendices

- Appendix A: General Location Map
- Appendix B: Seneca Nation Transportation Safety Plan
- Appendix C: Safe Streets for All Grant Application
- Appendix D: Sample Consultant Contract

Carbon Copy:

- Angie Kennedy
- Sharon Ray
- Scott Abrams