

Request For Proposals
On-call Transportation Planning and Engineering Services

Introduction & Background:

The Adirondack/Glens Falls Transportation Council (A/GFTC), as the MPO for Warren and Washington Counties and the Town of Moreau in Saratoga County, is seeking proposals from qualified firms to provide transportation planning and engineering services to the Council and its participating municipalities on an as-needed basis to enhance MPO activities and to assist with the implementation and execution of the annual work program.

A/GFTC may use these agreements and assign work either in cooperation with area municipalities for selected projects or to assist A/GFTC staff with data collection or design review. A roster of three firms will be maintained; A/GFTC is currently seeking to hire three firms to fill those positions. The total initial cost of each individual project issued under this contract will not exceed \$25,000. Each agreement will establish an hourly rate schedule for services based upon assigned staff. The duration of the contract will be for a term of two (2) years with an optional renewal clause for another two (2) years. These agreements are federally funded and will be subject to the certifications and conditions thereby required.

Qualifications:

Applicants are encouraged to emphasize their relative areas of expertise within their respective proposals. A/GFTC staff will be looking for unique or diverse skills as part of the selection process. Proposing firms should submit information that describes the background and experience of staff to be available for assignment. Demonstration of meaningful DBE/WBE participation will also yield a competitive advantage for applicants during the selection process. Construction engineering will not be a significant element of these agreements. Examples of anticipated tasks to be issued or requested through this contract mechanism include complete streets recommendations, conceptual bicycle and pedestrian facility designs, intersection and signal evaluations, safety assessments, third-party TIS reviews, and traffic counts.

Proposal Submission:

Proposals should include the following:

1. Description of firm/staff qualifications, experience and availability. At least one primary staff contact should be identified that would serve as a project manager for assigned work. Proposed project managers should be experienced with public presentations.
2. List of references and description of related work completed.
3. Itemized cost proposal including hourly and / or task-specific rates as feasible and relevant to the potential tasks listed above.

Proposals will be accepted now through 12:00 p.m. on Friday, February 21, 2025. Staff reserves the right to eliminate late proposals from consideration. Evaluation and selection is anticipated by the end of February 2025. Please send a PDF version of the final proposal to Aaron Frankenfeld at A/GFTC at aaron@agftc.org and use that same email address or call (518) 223 - 0086 to confirm interest and obtain sample contracts and requirements.