

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until 4:30 pm local time on Wednesday May 26, 2016 and then publicly opened for:

Consultant for Complete Streets RFP #2016-175

Specifications MUST be RECEIVED from the Oneida County Health Department, Sara Scott, 185 Genesee St. Utica, NY 13501, Phone:315-798-5483 or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section).

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department.

The owner reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Melanie Adams
Health Promotion Services Coordinator

Dated: May 12, 2016

Request for Proposal (RFP): #2016-175 Consultant for Complete Streets

GENERAL INFORMATION

Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida government with its main offices located in Utica, New York. The OCHD is part of the County's public health infrastructure that provides the resources needed to deliver the essential public health services. Among one of the largest departments within the Oneida County's workforce, the Health Department employs approximately 90 full time employees.

Invitation to Bid:

The Oneida County Health Department, as part of the Creating Healthy Schools and Communities Grant, is seeking a highly experienced individual or firm to perform consulting functions hereinafter referred to as "Consultant" on a municipality's Complete Streets project plan. These services would commence June 1, 2016 and run through September 30, 2016 with the department's option to renew.

Scope of Work:

The Consultant would be responsible for assisting with the development of Complete Streets policies and site design. This would include:

- Assist in drafting a Complete Streets policy.
- Assessment and mapping of existing facilities (sidewalks, signage, etc.)
- Village-wide safety needs assessment.
- Additional mapping and identification of infrastructure needs (adding imagery and diagrams for traffic calming, etc.)
- Development of cost estimates for addressing gaps in the existing sidewalk network and desired new infrastructure.
- Assemble results into a concise planning document.

The Consultant would be compensated for these services following the completion of each phase of the project.

Sealed proposals will be accepted until Wednesday May 26, 2016 at 4:30pm EST. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.

Evaluation of Proposals:

Proposals received by May 26, 2016 at 4:30EST will be reviewed by a team of Health Department Staff members.

PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

Wednesday, May 26, 2016 4:30 EST

Clearly mark the submitted package with the appropriate title(s) of the RFP and the name of the individuals. Please submit one (1) original and (2) copies. Only those RFP responses received prior to the date and time indicated above will be considered. No e-mail or facsimile copies will be accepted. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Please submit one (1) original and two (2) copies to:

Melanie Adams
Health Promotion Services Coordinator
Oneida County Health Department
Adirondack Bank Building, 5th floor
185 Genesee Street
Utica, New York 13501

LOCAL GOVERNMENT REPRESENTATIVE

Please direct all questions in writing to:

Sara Scott, Public Health Educator
Oneida County Health Department
Adirondack Bank Building, 5th floor
185 Genesee Street
Utica, New York 13501 or sscott@ocgov.net

PROPOSAL REQUIREMENTS

All proposals must include the following:

1. Individual's name
2. Experience
3. Compensation Proposal
4. Qualifications
5. References