

Village of Baldwinsville



REQUEST FOR QUALIFICATIONS

Professional Design and Grant Writing Services

*2025 Transportation Alternatives Program (TAP) – Boaters Trail
Extension*

Advertisement Date: December 22, 2025

RFQ Submission Deadline: 4:00 p.m., January 05, 2026 (All submissions are to be submitted in a sealed envelope to the mailing address listed below)

Village Clerk
Village of Baldwinsville
16 West Genesee Street
Baldwinsville, New York 13027
jdepaulis@baldwinsville.gov

1. Introduction and Project Background

The Village of Baldwinsville (“Village”) is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to provide professional basic design services and grant writing services in support of a 2025 Transportation Alternatives Program (TAP) application to the New York State Department of Transportation (NYSDOT).

The proposed project consists of the design and construction of an approximately one-half-mile, 10-foot-wide asphalt paved multi-use trail extension from the existing Boaters Trail terminus to Gentry Road. The trail will generally follow the south bank of the Seneca River and will adjacent to the River View Cemetery. The anticipated scope of improvements includes, but is not limited to:

- 10-foot-wide asphalt paved trail surface.
- Trail lighting.
- Trash receptacles.
- Fencing or other appropriate physical separation between the trail and the cemetery.
- Security cameras.
- Emergency blue-light communication stations.

The purpose of this RFQ is to select a qualified firm to assist the Village with preparation of a highly competitive TAP application and to perform limited preliminary/basic design services to support that application.

2. Scope of Services

The consultant will, at a minimum, be expected to provide the following services in coordination with Village staff:

2.1 Grant Writing and TAP Application Support

- Review applicable NYSDOT TAP guidance, application materials, and deadlines for the 2025/2026 program round.
- Develop a detailed project description, purpose and need, and statement of anticipated benefits (safety, mobility, connectivity, health, economic, and environmental).
- Assist in developing a preliminary project schedule and opinion of probable construction cost, including eligible and ineligible items and anticipated local match.

- Prepare and assemble the complete TAP application package, including all required forms, narratives, maps, figures, and supporting documentation.
- Coordinate with Village staff to obtain necessary resolutions, letters of support, photographs, and other materials required for a complete application.
- Provide up to two (2) presentations (in person or virtual, as requested) to the Village Board or other stakeholders regarding the project concept and TAP application.

2.2 Basic / Preliminary Design Services

- Conduct a site visit and collect readily available existing conditions information (aerials, tax maps, GIS data, record plans, etc.).
- Develop a conceptual alignment for the trail and a preliminary layout showing the relationship to the Seneca River, River View Cemetery, and Gentry Road.
- Identify anticipated constraints and permitting considerations (right-of-way, easements, utilities, environmental resources, floodplain, historic or cultural resources, cemetery protection, etc.).
- Prepare conceptual level typical sections, plan sketches, and one or more conceptual exhibits suitable for inclusion in the TAP application.
- Prepare conceptual level descriptions and cost allowances for lighting, fencing, security cameras, blue-light emergency stations, and site furnishings (e.g., trash receptacles).
- Provide a preliminary opinion of probable construction cost and anticipated soft costs to support the TAP budget.

2.3 Coordination

- Coordinate with Village staff, NYSDOT (as directed by the Village), and other agencies as necessary during the application development period.
- Attend all coordination meetings (virtual or in-person) with Village staff.

3. Important Dates and Submission Instructions

- **Advertisement date:** December 22, 2025.
- **Submission deadline:** All Statements of Qualifications must be received by the Village Clerk no later than **4:00 p.m., January 05, 2026**. Tap preview needs to be submitted to: SFS, by January 15, 2026.

- **Submission method:**

- SOQs shall be submitted in hard copy only, by mail or hand delivery, in a sealed envelope clearly labeled:

“RFQ – TAP Boaters Trail Extension – Professional Design and Grant Writing Services”

- One (1) original and [three (3)] copies shall be delivered to:

Village Clerk

Village of Baldwinsville

16 West Genesee Street

Baldwinsville, New York 13027

- SOQs received after 4:00 p.m. on January 05, 2026, or submitted by facsimile or email, may be deemed non-responsive and may not be considered.

4. Minimum Qualifications and Required Content

Firms responding to this RFQ should demonstrate experience with transportation, multi-use trail, or pedestrian/bicycle projects and with preparation of successful state or federal transportation grant applications (preferably TAP, CMAQ, or similar programs).

Each SOQ shall, at a minimum, include the following:

1. Cover Letter

- Brief introduction of the firm and statement of interest in the project.
- Identification of the primary point of contact with full contact information.

2. Firm Qualifications and Relevant Experience

- Brief history and description of the firm’s size, structure, and areas of practice.
- Description of experience with multi-use trail, shared-use path, and/or pedestrian/bicycle projects, including design elements similar to this project (lighting, fencing, site furnishings, security infrastructure, etc.).
- Description of experience with NYSDOT processes and federal-aid transportation projects, including TAP or related programs.

- Up to five (5) relevant project descriptions, including client name, location, project cost, services performed, and client contact information.

3. Project Team and Key Personnel

- Organizational chart showing roles and reporting relationships.
- Résumés (brief) for key personnel who will be assigned to this project, including project manager, lead designer, and lead grant writer.
- Identification of any subconsultants and their specific roles.

4. Approach and Understanding of the Project

- Narrative describing the firm's understanding of the project needs, objectives, and constraints, including the trail's relationship to the Seneca River and River View Cemetery.
- Discussion of anticipated challenges (permitting, environmental, cemetery adjacency, security and lighting considerations) and proposed strategies to address them.
- Proposed approach to developing a competitive TAP application and schedule of key tasks between notice-to-proceed and application submittal.

5. Schedule and Level of Effort

- Proposed timeline for completion of the scope of services relative to the anticipated TAP application due date.
- Approximate allocation of hours by task and staff classification.

6. References

- At least three (3) references for similar work performed within the last five (5) years, including name, title, organization, phone, and email.

7. Required Forms and Certifications (as applicable)

- Any required Village or State forms that may be added by the Village (e.g., non-collusive certification, conflict of interest statement, insurance certificates, etc.).

5. Evaluation Criteria and Grading Rubric

SOQs will be evaluated by a Selection Committee designated by the Village using the criteria below. The Village reserves the right to request additional information, conduct interviews, and negotiate with one or more firms.

Evaluation Rubric (Total 100 Points)

Criterion	Description	Points
Firm experience with similar projects	Demonstrated success with multi-use trails, TAP/federal-aid projects, and municipal clients	25
Grant writing / TAP experience	Quality and success of prior transportation grant applications, preferably TAP or similar	20
Project team qualifications	Credentials, relevant experience, and availability of key personnel and subconsultants	20
Understanding of project and proposed approach	Demonstrated understanding of the project context and clear, practical approach to scope and schedule	20
Past performance and references	Quality of references and record of on-time, on-budget performance and responsiveness	10
Local knowledge / familiarity with area and context	Understanding of Baldwinsville, the Seneca River corridor, and cemetery adjacency	5

The Village may, at its sole discretion, short-list firms for interviews and adjust scoring based on interviews.

6. Selection and Negotiation

Following evaluation of SOQs (and interviews, if conducted), the Village intends to select the most qualified firm and enter into negotiations for a professional services agreement limited to the scope described herein. If the Village is unable to reach agreement with the top-ranked firm, the Village may terminate negotiations and proceed to the next-ranked firm, and so on.

Selection under this RFQ will be based on qualifications; fee proposals will not be requested until after ranking and will be negotiated with the top-ranked firm in accordance with applicable procurement requirements.

7. Important Legal and Contractual Provisions

1. No Obligation to Award; Right to Reject

The Village reserves the right, in its sole discretion, to reject any or all SOQs, to waive informalities or irregularities, to request clarifications, and to re-advertise. Issuance of this RFQ does not obligate the Village to award a contract or to pay any costs incurred in the preparation of a response.

2. Limited Scope; No Commitment for Future Services

Any contract resulting from this RFQ will be for grant writing and basic/preliminary design services

solely for the purpose of preparing and submitting a TAP application for the Boaters Trail extension project described herein.

- **Hiring a firm under this RFQ to provide grant writing and/or basic design services in support of the TAP application in no way commits or obligates the Village of Baldwinsville to hire that firm for subsequent final design, detailed engineering, construction documents, construction administration, or any other future services related to this project.**
- **Upon successful award of TAP or any other grant funding for the project, the Village of Baldwinsville shall retain the sole and absolute discretion to determine how and from whom any future design, engineering, or construction administration services will be procured, including but not limited to issuing a new RFQ or RFP, negotiating with another firm, or otherwise proceeding in accordance with applicable law.**
- The consultant selected under this RFQ shall have no claim, entitlement, or expectation of any such future work by virtue of being selected for or performing the services described herein.

3. No Guarantee of Grant Award

The Village makes no representation or guarantee that a TAP grant or any other funding will be awarded. The consultant will be compensated only for services actually performed under an executed professional services agreement. The consultant shall not be entitled to any additional compensation or damages in the event that the grant application is unsuccessful or the project does not proceed.

4. Compliance with Laws and Regulations

The selected firm shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including but not limited to requirements related to equal employment opportunity, nondiscrimination, disadvantaged business enterprises (if applicable), and insurance and indemnification requirements to be specified in the final agreement.

5. Insurance and Indemnification

The selected firm will be required to maintain insurance coverage, including but not limited to commercial general liability, automobile liability, workers' compensation, and professional liability (errors and omissions), in amounts and form acceptable to the Village, and to provide certificates of insurance naming the Village as an additional insured where appropriate. Specific requirements will be included in the negotiated contract. The firm will also be required to indemnify and hold harmless the Village to the extent permitted by law.

6. Freedom of Information Law (FOIL)

SOQs submitted in response to this RFQ may be subject to disclosure under the New York State Freedom of Information Law. Firms should clearly identify any proprietary or confidential information in their

submissions; however, the Village will make its own determination regarding disclosure obligations under applicable law.

7. Non-Collusion and Conflict of Interest

The successful firm may be required to execute a non-collusion and conflict of interest certification in a form acceptable to the Village, consistent with New York State General Municipal Law.

8. Questions and Addenda

All questions or requests for clarification regarding this RFQ shall be submitted in writing to the Village Clerk at the address above or via email by January 5, 2026 to allow for issuance of any necessary addenda. Responses to questions, if any, may be provided in the form of written addenda and will be distributed to all known recipients of this RFQ or posted on the Village's official website.

No oral interpretations or clarifications shall be binding on the Village. It is the responsibility of each firm to ensure that it has received all addenda prior to submitting its SOQ.