

ADVERTISEMENT

VILLAGE OF WARWICK

REQUEST FOR PROPOSAL TO PROVIDE BILLING AUDIT SERVICES FOR STREETLIGHTS

NOTICE IS HEREBY GIVEN that sealed proposals are sought and requested by the Village of Warwick for professional services to conduct a Billing Audit of the Village's 461 streetlights.

The Request for Proposal is available from the Village Clerk, Village Hall, 77 Main Street, PO Box 369, Warwick, NY. The Clerk may be contacted by email at clerk@villageofwarwick.org or by phone 845-986-2031 ext. 3. Questions are to be directed in writing to the Village Clerk at the above address and phone number. All questions must be received by February 10, 2021.

Proposals will be received by the Village Clerk in the Village Hall, 77 Main Street, Warwick, NY until 11:30 am (local time) on February 17, 2021 at which time and place all Bids will be opened and publicly read aloud.

VILLAGE OF WARWICK

REQUEST FOR PROPOSAL TO PROVIDE BILLING AUDIT SERVICES FOR STREETLIGHTS

The Board Trustees of the Village of Warwick, Orange County, New York, seeks proposals from qualified firms to perform a Billing Audit of the Streetlight system. Interested parties are invited to submit a proposal which addresses their capabilities to meet the requirements of this engagement. The Village will review the proposals received and may schedule interviews with the most qualified responsive firms.

The Request for Proposal is available from the Village Clerk, Village Hall, 77 Main Street, PO Box 369, Warwick, NY. The Clerk may be contacted by email at clerk@villageofwarwick.org or by phone 845-986-2031 ext. 3. Questions are to be directed in writing to the Village Clerk at the above address and phone number. All questions must be received by February 10, 2021.

Proposals will be received by the Village Clerk in the Village Hall, 77 Main Street, Warwick, NY until 11:30 am (local time) on February 17, 2021 at which time and place all Bids will be opened and publicly read aloud.

The outside of the envelope shall include the notation "Proposal to Perform a Billing Audit of the Streetlight System". Proposals shall remain valid for 90 days following the noted receipt date. The Village anticipates making an award in March 2021 at which time the selected firm is expected to commence work.

PROJECT OVERVIEW

SCOPE

The Village of Warwick located in Orange County, New York has a streetlight system owned and operated by Orange & Rockland Utilities. The system consists of 461 lights. In addition, the Village owns ornamental lights in its parks and a neighborhood owns the ornamental lights, with the Village paying the utility bill. The Village is seeking a billing audit over a length of time to be proposed by the Respondent.

PROPOSAL

The Respondent should provide in the proposal a detailed description of the tasks and a cost associated with performing the individual task. The Respondent is to provide a proposal based on the scope presented herein. In addition, the Respondent is encouraged to propose alternative approaches and methods in the form of a revised scope and cost that would result in project efficiencies and reduced project costs while meeting the objectives of this work effort.

The Proposal shall include the following information:

1. Demonstration of experience of the firm in performing projects similar to that proposed.
2. Experience of key project team members who will participate in the project and the location of the office from which personnel will be assigned to the project.
3. Provide proof of insurance for Worker's Compensation, Employer's Liability, General Liability, Automobile Liability and Professional Liability insurance. See Village requirements included in the RFP.
4. Provide the compensation structure for the engagement.
5. Provide a schedule to perform the work.

SELECTION

The selection criteria to be considered by the Village of Warwick will include:

1. Experience providing services of a similar nature to the proposed project.
2. Qualifications and availability of the key personnel.
3. The best combination of qualification, scope and cost that will meet the objectives of the Village of Warwick for this engagement.

VILLAGE OF WARWICK
INSURANCE REQUIREMENTS – ARCHITECTS & ENGINEERS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the municipality as an additional insured on the architect or engineer's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive **date must** precede the date of the contract
- II. The policy naming the municipality as an additional insured shall:
- Purchase an insurance policy from an A.M. Best rated "secure" New York State licensed insurer.
 - State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
 - The municipality shall be listed as an additional insured by using endorsement CG 20 10 11 85 or equivalent. Examples of equivalent ISO additional insured endorsements include using **both** CG 20 33 10 01 and CG 20 37 10 01 **together**. A completed copy of the endorsement must be attached to the certificate of insurance.
- III. The consultant agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. Required Insurance:
- **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - **Architects & Engineers' Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the municipality. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work. If the architect or engineer is providing or managing environmental services, the errors & omissions policy must be endorsement to include coverage for these services.
 - **Excess Insurance**
On a "Follow-Form" basis (Excess insurance applies over the Architects & Engineers' Professional Errors and Omissions Insurance), with limits of \$1,000,000/ \$3,000,000/\$5,000,000 each occurrence and aggregate.

- VI. Consultant acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract. The consultant is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.

- VII. The municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the municipality but also the NYMIR, as the municipality's insurer.