

Request for Proposals

Ashford Landslides Feasibility Study

Background

The Town of Ashford, NY is seeking to contract with a geotechnical engineering firm to complete an analysis of the potential for landslides to occur in particular areas of the Town (described further below). Interested consultants and firms will be evaluated for the professional qualifications, experience, competence deemed necessary for the satisfactory completion of proposed services or work, and on the price to complete the project. The Town of Ashford, NY intends to award one (1) contract to a consultant or firm, if qualified, to provide geotechnical services described in the Request for Proposals (RFP).

The Town of Ashford, NY has secured Federal Emergency Management Administration (FEMA) – Hazard Mitigation Grant Planning (HMGP) funding to complete a subsurface exploration program to further understand the degree of threat from landslide formation and movement, and to develop a mitigation plan. There are four areas in the Town of Ashford that are prone to the formation of landslides which are illustrated in Attachment 1. These areas are located at the following locations:

- 1) Thomas Corners at CR12 (42.480523, -78.677077)
- 2) Thomas Corners (42.479847, -78.667746)
- 3) Fox Valley Road at Route 240 (42.43824, -78.618622)
- 4) Fox Valley Road (42.425004, -78.6345445)

The [Multi-Jurisdictional Hazard Mitigation Plan | Cattaraugus County Website \(cattco.org\)](https://cattarauguscountyny.gov/Portals/0/Files/2020%20Multi-Jurisdictional%20Hazard%20Mitigation%20Plan.pdf) (December 2020) documents that this part of New York is susceptible to landslide movement. According to the Plan (Pages 5.4.2-1 – 5.4.2-2), there have been 17 landslides documented in the County since 1989,

Scope of Work

The Scope of Work (SOW) is to complete a subsurface exploration program to further understand the degree of threat from landslide formation and movement at the four landslide locations, and to develop a mitigation plan. The geotechnical studies undertaken at each site would include testing the structural integrity of soil, regolith and bedrock, as well as developing a better understanding of the shallow hydrogeologic conditions that exist at each site.

The geotechnical and hydrogeologic testing program to be undertaken at each of the four sites includes:

- 1) Geotechnical testing methods to collect critical information about the physical properties of the substrate, rock, and soil around each landslide site.
 - Testing to assess the depth of unconsolidated material.
 - Conducting a fracture trace analysis.
 - Preparing continuous geologic logs at drill sites.
 - Completing Moisture content test, Atterberg limits tests, Specific gravity of soil, Dry

density of soil and compaction testing.

Standard Penetration Testing (SPT) will be included in the boring program. Disturbed samples of non-cohesive soils, and/or hard cohesive materials will be collected by driving a split-spoon sampler in conjunction with the SPT. This technique involves driving the split-spoon sampler a distance into the soil using a free-falling hammer in general accordance with ASTM D 1586. During the test, the logger will record the number of blows required to drive the split-spoon sampler over three successive 6-inch increments. The SPT test will provide an indication of the relative density and the susceptibility to soil liquefaction of the glacial material in the shallow subsurface.

The Contractor may offer recommendations on the use of geophysical techniques for geotechnical investigation, including resistivity tomography, seismic reflection/refraction, seismic tomography, electromagnetic conductivity (EM31, EM34 and WADI VLF), microgravity, ground penetrating radar, GPS, and borehole geophysics.

2) Hydrogeological testing for each landslide site.

- Testing to determine the depth and fluctuation in depth to the seasonal high water.
- Slug Tests to evaluate the rate of shallow groundwater/perched aquifer infiltration into unconsolidated material to determine the hydraulic conductivity.

For each suspected landslide site, the following testing program would be implemented.

Site 1 – Fox Valley Road at Route 240

- a) Install three borings on the road shoulder (two would be drilled to 60 feet and the third to 100 feet deep)
- b) An inclinometer would be placed in each boring,
- c) A monitoring well would be constructed in adjacent borings to 30 feet.

The borings would be drilled using a tri-pod drill rig and a protective casing on lower wells and inclinometers.

Site 2 – Fox Valley Road

- a) Install two borings on the road shoulder (two would be drilled to 50 feet)
- b) An inclinometer would be placed in each boring,
- c) A monitoring well would be constructed in adjacent borings to 30 feet.

For Site 2 it appears that drill rig access on the upper bench will be difficult. As such, work on the bench might need to be completed using a tripod, hand operated drill rig.

Site 3 – Thomas Corners at CR12

- a) Install four borings
 - (2 borings on the road shoulder; one to 50 feet deep and the other to 100 feet deep; inclinometer in each boring; monitoring well in adjacent borings to 30 feet)
 - (2 borings on upper bench to 40 feet deep (assume access with ATV rig is possible at this

site)

- b) An inclinometer would be placed in each boring,
- c) A monitoring well would be constructed in adjacent borings to 20 feet
- d) Street boxes on upper wells and inclinometers, protective casing on lower wells and inclinometers.

Site 4 – Thomas Corners Road

- a) Install three borings on the road shoulder that would be drilled to 40 feet
- b) An inclinometer would be placed in each boring,
- c) A monitoring well would be constructed in adjacent borings to 30 feet.
- d) Street boxes on upper wells and inclinometers, protective casing on lower wells and inclinometers.

The approved engineering firm will prepare a work plan that includes a description of the testing program described above, the project schedule for completion of testing and preparation of a Report of Findings and submit it to the Town of Ashford for approval. Upon approval of the work plan, the engineering firm will be permitted to proceed with project testing. The engineering firm will be required to obtain all required permits prior to initiating the geotechnical-hydrogeological testing program.

Geotechnical-Hydrogeologic Report

The data collected from the geotechnical and hydrogeological assessments at the four landslide sites will be summarized in a Report of Findings and Recommendations. The Report will include a site location plan on a regional and a local-scale map. The locations of all field tests, sampling, and exploratory studies will be shown clearly on the scaled map for each site. The Report will include a topographic map with well-delineated elevation contours and a properly established benchmark. Additionally, site location maps will be plotted directly on aerial photos, indicating true north (N) direction.

The Report will include a description of the lithostratigraphy which will include the names of geologic units based upon the lithological character of the rocks and their stratigraphic relations.

The geotechnical reports will be accompanied by a presentation of subsurface profiles developed from field and laboratory test data. Longitudinal profiles will also be developed along the project alignment, and a limited number of transverse profiles will be included for key locations.

The subsurface profiles, coupled with the engineering firm's judgment and an understanding of the geologic setting, will aid in the interpretation of subsurface conditions for each landslide site investigation. The assessment of existing subsurface and potential geological hazard conditions at the sites will also include a geotechnical analyses with recommendations for design of foundation systems and relevant earth structures, retaining walls, or other necessary facilities to mitigate the potential for landslide development.

The engineering firm selected to complete the geotechnical analysis of the potential landslide areas will be requested to identify a minimum of three alternatives to mitigate the risk posed from landslide movement.

Other Conditions

a) Archaeology

If during the course of work, archaeological artifacts (prehistoric or historic) or human remains are discovered, the Contractor shall stop work immediately in the vicinity of the discovery and notify the Town of Ashford and the FEMA Region within twenty-four (24) hours. The Town of Ashford will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. In addition, if unmarked graves are present, the Town of Ashford shall notify the Cattaraugus County Sheriff Department within twenty-four (24) hours of the discovery and the FEMA Region within seventy-two (72) hours. Work in the vicinity of any discovery will not resume until FEMA Region 2 has completed consultation with the State Historical Preservation Office, Tribal Nations, and other consulting parties as necessary.

b) Solid and Hazardous Waste

The Contractor shall handle, manage, and dispose of all found solid and hazardous waste in accordance with requirements of local, state, and federal laws, regulations, and ordinances. The Contractor shall ensure that all debris is separated and disposed of in a manner consistent with New York State Department of Environmental Conservation (NYSDEC) guidelines at a permitted site or landfill.

c) Permitting

Prior to the commencement of work, the Contractor is responsible for obtaining all Federal, State, and/or local permits that are required, including those that may be issued by the US Army Corps of Engineers, NYSDEC, and NYS Department of State. A copy of all permits and applicable documentation, e.g., permit applications, project plans, etc. must be submitted to DHSES, and subsequently to FEMA, to ensure compliance with the project's approved scope of work. Failure of the Contractor to obtain all required permits violates the conditions of this project approval and may lead to voiding of the contract with the Town of Ashford.

d) Record of Environmental Consideration

A copy of FEMA's Record of Environmental Consideration (REC) is included. The REC summarizes the results of the environmental review and outlines requirements of environmental and historic preservation compliance.

Project Completion Schedule

The project must be completed under the project schedule provided by the Town of Ashford. The project completion date is March 4, 2026. Changes to this schedule would be considered a SOW change and therefore must be pre-approved by the Town of Ashford.

Reporting Requirements

Town of Ashford, NY RFP (Landslide Potential Feasibility Study)

The Contractor must maintain records of work and expenditures. The Contractor shall submit quarterly invoices and performance reports to the Town of Ashford on January 1, April 1, July 1, and October 1.

The Contractor shall submit a quarterly performance report. Performance reports should include:

- Reporting period, date of report, and Contractor POC name and contact information.
- Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), and project type using standard NEMIS project type codes.
- Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the grant.
- Percent of work completed and whether completion is on schedule, a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the grant, and anticipated completion date.
- Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change.

The Town of Ashford, NY will enter into an agreement for Geotechnical Engineering services with the consulting firm(s) that can best demonstrate experience and ability to perform services that include but are not limited to:

- Determining existing site conditions.
- Slope stability analysis.
- Field and subsurface investigations.
- Groundwater monitoring and percolation rates determination.
- Geotechnical analysis, Geological assessments and Geotechnical reports.
- Embankment and grading recommendations, including soil borings and soils engineering.
- Pavement investigation and design.
- Materials testing.
- Preparation of plans, specifications and estimate packages.
- Any other related Geotechnical engineering services.

Estimate and Schedule

Anticipated maximum total value of resultant contract(s): \$200,000. At the sole option of The Town of Ashford the contract amount(s) may be increased to meet ongoing needs of Town. The contract is expected to be executed in 2024. At the sole option of the Town of Ashford the contract may be extended for up to two (2) years at one (1) year intervals.

Proposers are solely responsible for all costs incurred in the development and submission of the response statement to this RFP or any other presentations whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process.

To be considered responsive to this RFP the Consultant must follow the directions presented in this solicitation and include the information required.

Statement of Qualifications (SOQ) Submittal and General Guidelines

SOQ submittal packages shall be submitted no later than 3:30 P.M. on the date listed below in the schedule to: ashfordtownclerk@gmail.com. Submittals received after the response deadline will not be considered.

SOQ Submittal Content

The SOQ submittal package shall include a cover letter. The cover letter is limited to one page and shall include:

- All submissions shall include the following text in the footer of all documents, as well as the subject line of all communications: **HMGP 4615-0010 -Ashford (T) Ashford Landslides Feasibility Study**
- The firm/consultant name and a contact person with name, title, mailing address, e-mail address, phone number.
- Name and title of the proposed Project manager (if not the contact person) and his/her contact information (mailing address, e-mail address and phone number)
- The proposal is limited to 10 numbered pages (8½"x11") and shall be inclusive of any resumes/bios, photos, graphics, etc.). The cover letter will not be included in the 8-page count. A cover page (title page) will not be included in the 8-page count.

The firm/consultant must demonstrate competence and qualifications related to the services performed including:

- Successful experience delivering technical reports and recommendations for an array of the aforementioned services as they relate to roads, bridges, trails, sewer and stormwater.
- Specific experience in the aforementioned services indicating the firm's ability to provide the technical details, reports, and recommendations that may be required, related to roads, bridges, trails, sewer and stormwater.
- The consultant must demonstrate the ability to manage projects and coordinate with other design team members to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
- Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- Demonstrate successful safety protocols for working under live traffic and within County right of way.

Demonstrated Experience

The Qualifications shall list previous work experience that describes and demonstrates that the firm and team members have recent experience in performing geotechnical services in the area of landslides, roads, bridges, trails, sewer, and stormwater. At a minimum, the following information should be included:

- The names of firm's employees that are intended to participate in this contract, including principal employees, and a clear delineation of their responsibilities and level of authority within the firm. Identify their expertise and experience, and their proposed interaction with Town of Ashford staff, within the firm and with other agencies.
- Your company's demonstrated expertise in performing geotechnical services, the dates in which the work was completed, and project contact information.
- Your firm is invited to describe any particular aspects of its organization or qualification that, by way of background, experience, unique qualifications, or other basis, sets this company (team, etc.) apart from the competition in its ability to accomplish the identified services.

Town of Ashford Project Manager

Work performed under the resulting task orders shall be under the direction of the Town's project manager for the specific project for which the task order was created. Please direct questions and inquiries regarding the request for qualifications to:

Anticipated Schedule

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only and the Town of Ashford reserves the right to adjust these dates at its sole discretion:

Advertisement of RFP: March 24, 2024
SOQs due: 3:30 P.M. May 10, 2024
Short list for interviews: June 1, 2024
Interviews (Zoom or Teams): June 15, 2024
Announce final selection: July 1, 2024

Acceptance/Rejections of Responses

The Town of Ashford reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any SOQ.
- to reject any or all responses.
- to issue subsequent requests.

This RFP solicitation does not commit the Town of Ashford to enter into a contract or proceed with the procurement of the project. The Town of Ashford assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFP. All such costs shall be borne by each company submitting an RFP response.

Addendums to the RFP

Any revisions, updates, clarifications, of the RFP will be posted on the Town of Ashford's webpage at: [TOWN OF ASHFORD - Home \(ashfordny.org\)](https://www.ashfordny.org) and Proposers are encouraged to subscribe to updates or register as provided for on the page.

Consultant Evaluation Process

A team of Ashford staff will evaluate the SOQs according to the consultant evaluation criteria. At the discretion of Ashford interviews may be conducted and a firm's final score will be a combination of the two.

Evaluation Criteria

The SOQs will be evaluated and ranked based on the criteria listed below.

1. Project Price (Lump Sum) (40%)
2. Competence and qualifications related to geotechnical services (30%)
3. Demonstrated experience with geotechnical services for landslides, roads, bridges, trails, sewers, and stormwater. (30%)

Interviews

Following evaluation of the SOQs, the two highest-ranking firms may be invited to participate in an interview process. The project manager will schedule interviews with the contact person provided in the SOQ. Additional interview information shall be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the Town of Ashford's evaluation team an opportunity to learn more about the firm's available relevant experience and expertise.

Contract Negotiation Process

Negotiation of the Scope of Work and budget for each task order will be completed on an as needed basis.

Town of Ashford Contact Information

Questions regarding this RFP should be directed to:

John Pfeffer
Town Supervisor
Town of Ashford, NY
716-942-6016 Ext. 4, or
ashfordnysupervisor@gmail.com

Attachment 1

Landslide Locations

Figures 1 through 5 document the erosional effects from landslides in the four areas of the Town of Ashford that are the subject of this RFP request.



Figure 1. Erosional Fracture Forming along Location 3 Fox Valley Road south of Thornwood Drive

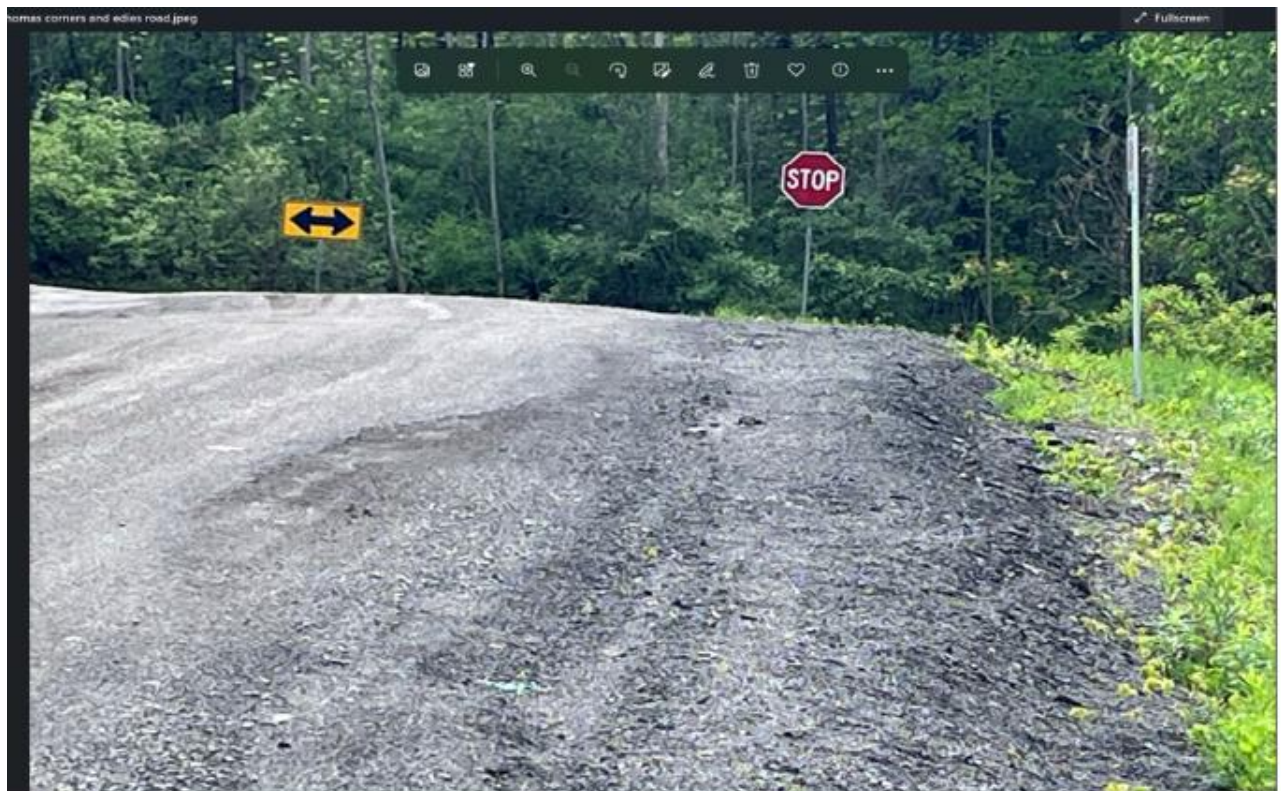


Figure 2. Steep Slope at Location 2 at Thomas Corner Road

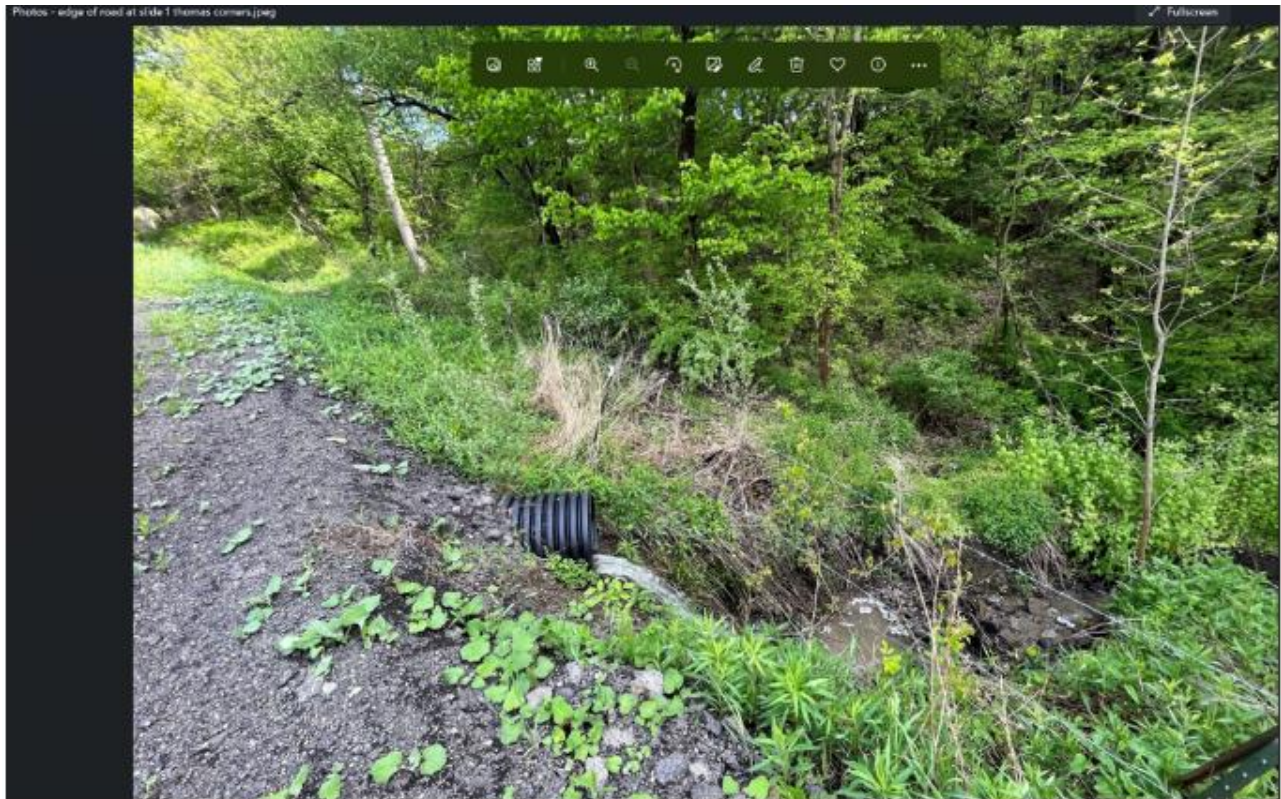


Figure 3. Erosion Evidenced at Location 1 (Thomas Corner Road)

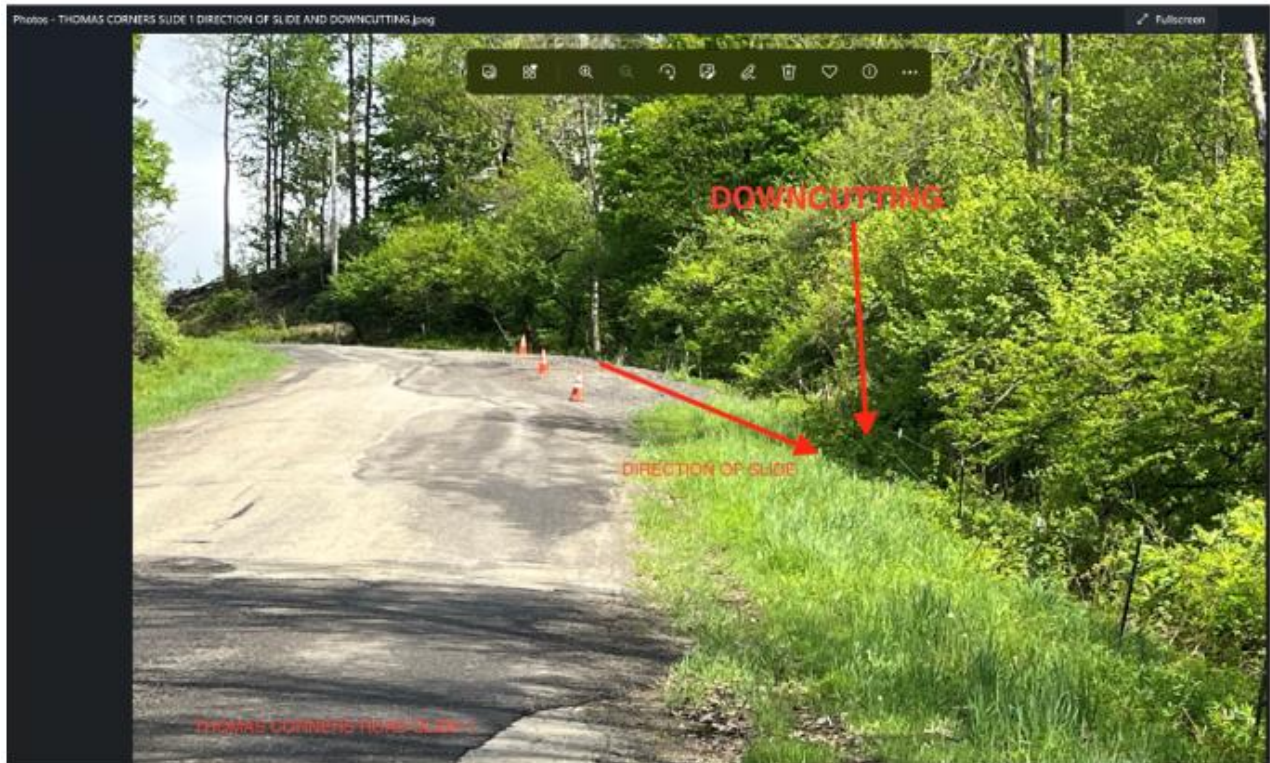


Figure 4. Erosion and Downcutting along Thomas Corner Road - Location 3



Figure 5. Landslide Formation at Location 4 on Fox Valley Road