

Onondaga County Division of Purchase

Request for Proposals

Title: Safe Streets for All Safety Action Plan

RFP Number: 25-3510-003

Release Date: August 18, 2025

Due Date: September 12, 2025





Onondaga County
Executive Department
Division of Purchase

J. RYAN MCMAHON, II
County Executive

John H. Mulroy Civic Center, 13th Floor
421 Montgomery Street
Syracuse, NY 13202
www.ongov.net

DANIEL HAMMER
Director

Dear Vendor:

Enclosed is an Onondaga County Request for Proposal seeking consulting services for the completion of a Safe Streets for All Safety Action Plan.

Please review the attached materials and respond in accordance with the instructions in the RFP. If you have technical questions relating to the scope of services or questions relating to the RFP process, please contact the undersigned. Thank you for your anticipated interest in this service to Onondaga County.

Sincerely,

DocuSigned by:

57E9E966235047B...
Daniel Hammer
Purchasing Director

TABLE OF CONTENTS

INTRODUCTION

How to Use this Document

PART I: THE SPECIFICS OF THIS REQUEST FOR PROPOSAL (RFP)

Section 01: RFP Overview

Section 02: Scope of Work

PART II: THE RFP PROCESS

Section 03: Proposal Submission and Procedure

Section 04: Required Forms

Section 05: Evaluation and Selection Criteria

PART III: REQUIREMENTS UPON AWARD AND SAMPLE REQUIRED CONTRACT TERMS

Section 06: Award Information

Section 07: Sample Required Contract Terms

INTRODUCTION

HOW TO USE THIS DOCUMENT

This Document provides details of a Request for Proposal (RFP), as well as instructions on how to respond to this RFP and contract requirements.

PART I: THE SPECIFICS OF THIS RFP

- Section 01 (RFP Overview) and Section 02 (Scope of Work) provide the timeline, term, and details of this RFP.

PART II: THE RFP PROCESS

- Section 03 (Proposal Submission Process and Procedure) explains the general process and procedure for the submission of Proposals to the County.
- Section 04 (Required Forms) contains the necessary forms the Vendor must complete.
- Section 05 (Evaluation and Selection Criteria) details the factors the County considers when evaluating Proposals.

PART III: REQUIREMENTS UPON AWARD AND SAMPLE REQUIRED CONTRACT TERMS

- Section 06 (Award Information) provides information in the event that the Vendor's Proposal is accepted.
- Section 07 (Sample Required Contract Terms) contains sample standard contract terms similar, if not identical, to the terms of the contract the Vendor will be asked to sign if ultimately awarded the contract.

PART I: THE SPECIFICS OF THIS RFP

SECTION 01: REQUEST FOR PROPOSAL (RFP) OVERVIEW

1.1 Summary

Onondaga County Department of Planning is requesting proposals for planning services to complete a Safe Streets for All Safety Action Plan for Onondaga County.

1.2 Term

Contract will be for three (3) year(s) with two (2) possible one (1) year extensions requiring mutual consent of the County and the Vendor. In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws.

1.3 Timeline

The following schedule has been established for the Request for Proposals. Please note that any changes to the dates up to the proposal submission deadline will be sent out as an addendum prior to the proposal deadline of this RFP.

Event	Date
RFP Release Date	08/18/2025
Non-mandatory Pre-Proposal Meeting	N/A
Question Submission Deadline	08/28/2025
Addendum to RFP released by County	09/03/2025
Proposal Submission Deadline	09/12/2025 by 3:00 PM
Award / Non-Award Letters Sent	4-8 weeks after submission deadline

1.4 Questions and other Communication During the RFP Process

All questions regarding the RFP must be submitted electronically to RFP@ongov.net by the question deadline date unless otherwise instructed by the Purchasing Director. Questions will be answered through an official addendum issued by the Purchasing Director. Questions received after the deadline may be answered at the discretion of the Department and Purchasing Director.

During the period between the RFP Release Date and the contract award, no County employee can accept oral, written, or electronic contact from Vendors regarding the procurement.

SECTION 02: SCOPE OF WORK

2.1 Onondaga County Overview

Onondaga County is located in Central New York, home to the City of Syracuse and is within 350 miles of all major cities in the northeast. The County has a land area of 806 square miles and is approximately 35 miles in length and 30 miles in width and has an abundance of lakes, rivers, and 25 miles of the New York State Barge Canal System. Over 2,600 miles of highways, roads and streets service the County, which has contributed to establishing the County as the "crossroads of New York State". The County is also home to miles of greenways and trails including the Loop the Lake Trail which, when completed, will create a trail that circumnavigates all of Onondaga Lake as well as a large section of the Empire State Trail which goes from Buffalo to Albany. The 2020 U.S. Census showed a population of 476,516. A 2020 estimate showed the City of Syracuse with a population of 148,620. The City of Syracuse is situated in the approximate center of the County and serves as the focus for commercial and business activities.

2.2 Introduction and Background

Onondaga County is poised for unprecedented growth with the impending construction of up to four Micron semiconductor fabrication plants in the northern portion of the Syracuse Metropolitan Area, as well as associated supply chain and ancillary development, over the course of the next 20 years. In addition to tens of thousands of new jobs, the county anticipates massive population growth, housing development, and supportive uses such as commercial, retail, medical, and educational facilities. Moreover, the current redevelopment of Interstate 81 is the largest public infrastructure investment ever made in Central New and in the history of the New York State Department of Transportation and will, likewise, spur additional investment and development along the corridor. Collectively, these projects will result in billions of dollars of new investment and changing traffic patterns and possibly modes of transportation. It will require foresight into new safety considerations as existing communities experience investment and transformative change. The opportunity to plan for a safe and efficient multi-modal transportation network has never been greater.

The Onondaga County Department of Planning is soliciting proposals from qualified planning and transportation consulting firms, either as a single entity or qualified multi-disciplinary consultant team, to offer the preparation of a Safe Streets and Roads for All Safety Action Plan, hereinafter called the "Action Plan." The intention is to create a countywide strategy to reduce fatalities and serious injuries to the point of elimination as first indicated in the County's comprehensive plan, Plan Onondaga. In 2023, the Onondaga County Legislature adopted Plan Onondaga, which includes Community Mobility as one of its five central themes with the goal of becoming a Vision Zero Community.

The purpose of the Action Plan is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through Action Plan development and implementation focused on all users including pedestrians, bicyclists, public transportation users, motorists, micromobility users, and commercial vehicle operators. The Action Plan will develop a comprehensive set of projects and strategies that are data driven and incorporate best

practices, robust stakeholder input, and economic and environmental considerations to address safety issues. These strategies and projects should strengthen a community's approach to enhancing roadway safety and is intended to meet the needs of diverse local, rural, and suburban communities that differ in size, location, and traveler experience.

The Action Plan's goal is to create a prioritized list of short-, mid-, and long-term projects and strategies for a connected and safe multi-modal system throughout Onondaga County. Projects and strategies shall advance the goal of reducing fatal and serious injury crashes to the point of elimination. This will be achieved by enabling the use of Safe Streets and Roads for All (SS4A) programmatic funding and other federal transportation funding programs including, but not limited to, the Highway Safety Improvement Program (HSIP), and any applicable funding programs through the State of New York. This planning effort is using funds made available through a grant from the Federal Highway Administration (FHWA). The resulting Action Plan will need to meet the specified program criteria required to pursue any and all future Grant opportunities that may be available to ensure that the recommendations made in the Action Plan are effectively implemented.

The Syracuse Metropolitan Transportation Council completed the 2020 Onondaga County Safety Assessment and City of Syracuse Safety Assessment and 2021 City of Syracuse Safety Assessment. The City of Syracuse is currently undertaking a separate Vision Zero/Complete Streets planning process. So as not to duplicate analyses and project identification efforts, all roadways within the City of Syracuse will be excluded through this Onondaga County effort, though the County Action Plan consultant is expected to reference outcomes and recommendations of the city specific work as needed.

2.3 Project Objectives, Guidelines and Scope of Services

The section below is intended to provide some structure to the anticipated planning process and define expectations of the consultant or team. As this is a grant funded project, the proposer must adhere to program requirements as set forth by the Federal Highways Administration (FHWA), for preparation of this Safe Streets for All Safety Action Plan. The consultant is also advised to utilize this flexible guidance in developing a detailed proposal.

- **Project Initiation and Ongoing Management:** The consultant, in coordination with the Onondaga County Department of Planning (OCDOP), shall solidify a detailed work plan, schedule, and clarify any items within the proposed project scope. The work plan shall build upon the scope of work included in their proposal and outline specific actions and activities that will occur during the project. A project start-up meeting will be held by the Consultant and the County to review and discuss the work plan, coordination with partners and stakeholders, public engagement and other relevant topics. It is anticipated that there will be regular coordination meetings progress reporting by the consultant team on tasks and deliverables throughout the contract period.
- **Analysis of Existing Data and Prior Planning:** The Consultant shall work with OCDOP and the Syracuse Metropolitan Transportation Council (SMTTC), the Syracuse regional

Metropolitan Planning Organization, to collect existing information and existing data, and any new data that may be needed, as necessary and appropriate for completing the Action Plan. This includes, but is not limited to, Plan Onondaga (2023), Onondaga County Safety Assessment (2020) and the New York State Strategic Highway Safety Plan (2023). This should include crash data, existing road conditions, interviews with stakeholders and law enforcement data, existing documents, policies, planned or potential capital projects, economic development efforts, and other related resources which should be gathered and reviewed to provide baseline data, identify trends, and be used to frame discussion of specific projects, strategies, and/or programs of projects and strategies.

The Consultant shall use this information and crash data through CLEAR (Crash Location and Engineering Analysis Repository), or similar product, to

- Demonstrate historical trends, existing conditions and create a baseline level of crashes and conflicts across the County.
 - Use the CLEAR SAFETY application, available from NYDOT, to identify countermeasures that best address safety concerns at priority locations; conduct cost-benefit analysis of any recommendations
 - In addition to a 'hot spot' assessment, use CLEAR SAFETY to include a systemic safety assessment, identify systemic countermeasures, and C/B analysis of recommendations
 - Provide an analysis of the crash and conflict locations, severity of the crash, crash types, contributing factors and crash type by user (e.g. motorist, pedestrian, bicyclist, and public transit). This analysis should encompass the last ten (10) years.
 - Provide an analysis specifically of crashes and conflict locations related to pedestrians and bicycles. This should also include roadways for which there is a high potential for safety-related improvements specific to pedestrians/bicycles. Include relevant roadway characteristics such as speed limit, shoulder width and pedestrian generators in the analysis.
 - Use GIS analysis to map the locations of the crashes and conflict locations listed above.
- **Policy and Process Recommendations:** The Consultant shall provide an assessment of current policies, plans, guidelines and/or standards to identify opportunities to improve transportation safety. Both human mistakes and human vulnerability must be incorporated into the discussion of roadway safety. The policy and process recommendations should include safety countermeasures that focus on more than just infrastructure recommendations but also encompass policies and processes that impact human behavior, emergency response, and administrative actions.

Further policy-oriented discussions and recommendations could include, but not be limited to, land use recommendations, increasing safe mobility options through context-sensitive design and areas for improved collaboration across different levels of government and sectors to enhance safety analysis, project development, and implementation effectiveness.

The Policy and Process recommendations shall include implementation steps for each of the identified policies or processes through the adoption of revised or new policies, guidelines and/or standards as appropriate.

- **Public Engagement:** The Consultant shall develop a comprehensive municipal and public engagement strategy encouraging robust outreach that can include a combination of in-person workshops, virtual meetings, social media outreach, website availability and online surveys. Engagement should be well rounded and include relevant stakeholders, elected officials, private sector representatives, community groups and the general public.

Engagement with Town and Villages representatives, as those primarily responsible for development, land use and local road stewardship, should be paramount to this engagement strategy.

The public engagement strategy should ensure the safety needs of underserved communities are sought. The Consultant should include in their strategy their plan for outreach within these communities and to host public events where community members are able to provide their ideas, comments, and reactions as part of this Action Plan. Likewise, the Consultant should also identify populations that are disproportionately impacted by traffic risks and ensure that they are providing representation and feedback in the process.

The comprehensive public engagement strategy should include, but not be limited to, addressing any FHWA requirements regarding public engagement and participation, a schedule of the means by which public engagement will be facilitated and solicited and a description of the printed and digital materials as well as website, social media or other similar communications to be used during the planning process.

- **Safety Action Plan:** A detailed Safety Action Plan shall be developed initially as a draft and then with further public engagement a final shall be developed. The Action Plan shall be a concise, action-oriented, easily digested and a visually strong planning, policy and design document suitable for use by Onondaga County and the municipalities in Onondaga County. The Action Plan shall include an executive summary as well as a summary of:
 - Analysis of existing data and prior planning to provide a context for the Action Plan Recommendations
 - Policy and process recommendations including the implementation steps
 - Public engagement including a summary of the stakeholder interviews, public meetings (in person and virtual), social media and website outreach and interaction and specific outreach to underserved communities.

The Action Plan shall also include the identification of locations, roadways and intersections that have demonstrated a high potential for crashes especially as it relates to crashes and interactions between pedestrians/bicycles and vehicles. The identification of these locations, roadways and intersections should be based on available and reviewed data, and public input. A description of each site should be included along with the data used to determine that there is a high potential for crashes at these sites.

The Action Plan should also include a comprehensive list of interventions and proven countermeasures using CLEAR Safety to address the safety of each identified site. This should include interventions focused on infrastructure, behavioral and/or operation safety. The list of interventions should be prioritized in short, mid and long term timeframes with an explanation of the prioritization criteria used. The list within each timeframe shall be listed by order of magnitude determined by the estimated total project cost and significant challenges to implementation. The list of sites and interventions shall be mapped. Differentiate between hot spot locations and systemic safety locations with risk factors associated with specific crash types

The Action Plan shall meet or exceed the FHWA criteria for an Action Plan.

- **Progress and Transparency:** The consultant will provide a methodology to measure progress over time after the Safety Plan is developed or updated, including outcome data, to ensure ongoing transparency is established with the public and other stakeholders. The methodology, such as a web-based Dashboard, must include public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and the public posting of the plan online and should include a cost-benefit analysis of all recommendations for priority locations, including an analysis of specific “hot-spots,” or problem spots with multiple crashes and systematic safety concerns by location with risk factors associated with specific crash types. Additionally, the methodology used by the consultant should be well documented for potential replication efforts.

2.4 Plan Documents & Deliverables

The project must culminate in concise, interesting and user-friendly planning documents and/or web-based products. The Action Plan, in particular, is to come together into an interesting, easily digested, and visually strong planning and policy and design document suitable for a wide audience.

The consultant shall provide copies of first drafts, final drafts and the final approved plan in sufficient numbers to distribute to reviewing entities as necessary. The consultant shall also provide all notes, summaries, interviews, data and similar information used in the review, analysis and preparation of any work related to this request for proposals. Specific anticipated deliverables and packaging of the final plan must include:

- Two (2) hard copies of the final drafts.
- Editable, color digital versions in approved print-ready and shareable formats of all plan documents and appendices (editable Microsoft Word document or other approved format).
- Any proposed summaries and/or brochures for wider distribution (print ready digital files), to be distributed to participants during initial phases of engaging jurisdictions and landowners, plan development, adoption, and for continued use beyond the planning process.
- All data gathered and analyzed for the project, including spreadsheets, tables, maps, GIS files, meeting summaries shall also be provided to the County upon completion of the planning project.
- Web, social media and press content to be posted and distributed by the County OCDOP.
- A methodology to measure progress over time after the Safety Plan is developed or updated, including outcome data, to ensure ongoing transparency is established with the public and other stakeholders. The methodology, such as a web-based Dashboard, must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and the public posting of the plan online.
- Digital transmission of any GIS files created during the course of the project. Any new datasets created by the consultant shall be provided to OCDOP as requested in an ESRI Geodatabase or Shapefile format that integrates into the OCDOPs system. OCDOP and local GIS data will only be made available upon execution of consultant contracts. Any proprietary data provided to the consultant by OCDOP shall remain the property of Onondaga County, shall only be utilized for the purposes outlined in the executed contract, and must be relinquished back to OCDOP at the end of the contract term.

2.5 Proposal Requirements

Where not included in submission requirements as set forth in Section 2.4, the contractor's proposal must contain the following information:

- Cover letter including a statement of qualifications explaining how the proposer is qualified to perform the work and describing: the interest the proposer has in working on the project, what uniquely sets them apart from other equally qualified proposers, naming the lead firm, and all sub-consultant firms (no more than 3 pages, single-sided).
- Planning Approach: Describe the contractor's understanding and approach to the preliminary project scope(s) as described above, including any proposed modifications, additions or deletion of services. A specific work program should be included in this section. Each project shall be scoped separately.

The Proposer may include items not specifically outlined in this RFP in their proposal, for which the vendor feels may be pertinent to or an added benefit to the services requested. Alternatives in excess of the project budgets identified must be listed separately from the proposal and the cost thereof must be separated and itemized in the cost proposal.

- Stakeholder and Public Involvement: Clearly outline your plan for active and meaningful participation and input from the municipality, businesses, residents and other landowners, and how maximum participation and engagement shall be achieved by the consultant team. This should include ensuring that all FHWA requirements regarding public engagement and participation are met.
- A schedule of anticipated meetings, workshops, hearings or other means by which public and stakeholder input shall be solicited. Efficient, creative facilitation and outreach are encouraged.
- A description of both printed materials as well as website, social media or other digital communication to be used during the planning process
- A project management plan identifying the project manager and all staff working on the project indicating roles and responsibilities. An organizational chart must be included to indicate the project management structure for all firms and individually for each firm outlining the roles and responsibilities. Brief resumes of the personnel working on the study for the lead firm as well as all sub-consultant firms are required.
- The County is interested in working with firms with experience in preparing successful Safe Streets and Roads for All (SS4A) Safety Action Plans. Proposers shall describe relevant direct experience, including relevant experience identifying and addressing obstacles during the course of work, from the firm and primary team members, and provide links to relevant project documents.

2.6 Implementation and Timeline

The contractor must provide a project schedule by task for each step of the work program, based on the Scope of Services, including a clear and precise statement as to the date the contractor will be able to begin to provide these services.

Onondaga County Department of Planning anticipates the study should be completed within twelve (12) to fourteen (14) months of contract execution.

2.7 Cost Proposal

Cost proposals for the Safe Streets for All Safety Action Plan shall include a detailed budget account for all projects costs, including:

- Estimates of expenses for each of the tasks within the required timeline.
- Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project.

- Administrative costs for postage, photocopying, digital services, printing and other related expenses.

Onondaga County has an FHWA grant of \$450,000 and a local match commitment of \$112,500 for this effort. This grant funded project shall be a lump sum contract for consultant services, not to exceed \$562,500. All expenditures by the consultant including labor, supplies, travel, and printing, shall be included in the proposal price. Cost effectiveness will be considered during the consultant selection process.

The Proposer may include items not specified in this RFP in their proposal pertinent to or as an added benefit to the services requested. All effort should be made to propose work within the above funding limits. All such alternatives in excess of the project funding must be listed separately from the proposal and the cost thereof must be separate.

2.8 Contracting and Coordination of Services

The Onondaga County Purchasing Department is soliciting proposals for this project via this Request for Proposals in coordination with the Department of Planning, who will act as project manager for the project. The Department of Planning, as the primary point of contact, shall provide project oversight, coordination, and administrative and logistical support to the consultant team, with commensurate urban planners, GIS professionals and administrative staff assigned accordingly.

The Syracuse Metropolitan Transportation Council will be a primary partner in this effort as well, providing technical assistance and coordination as needed to support the effort.

The selected Consultant may also interact with the County Executive's staff, its Transportation Department, Community and Economic Development Departments, and other relevant County departments as needed, as well as with local, municipal, and nonprofit stakeholders whose cooperation may be necessary for the completion of the project.

2.9 References

Three (3) written references should be submitted on behalf of the Vendor with specific contact information (address, phone, and email). References should evidence the ability and capacity of the Vendor to be successful in the proposed project.

PART II: THE RFP PROCESS

SECTION 03: PROPOSAL SUBMISSION PROCESS AND PROCEDURE

3.1 Summary

The complete Proposal must be submitted in a sealed package with one (1) original and one (1) electronic copy (in the form of a flash drive), to the Onondaga County Division of Purchase, John H. Mulroy Civic Center, 421 Montgomery Street, 13th Floor, Syracuse, New York 13202, no later than 3:00 p.m. on the Proposal submission deadline. All proposals shall be marked with the RFP Number and Title on both the envelope and the cover page. Vendors shall include all documents necessary to support their proposal in the sealed package. This shall include, but not be limited to, the two forms to be completed in Section 04 of this RFP. Vendors are expected to examine specifications, schedules, and instructions included in this RFP. Failure to do so will be at the Vendor's risk.

3.2 Proposal Requirements

Proposals shall include the following:

- Cover Page with full proposal name, RFP number, date, and prime contractor name.
- Table of Contents
- Executive Summary
- Response to scope
 - Summarize understanding of the scope and explain how your solution or approach addresses the requirements provided in this RFP.
 - Provide a summary or overview of each proposed solution, for each corresponding component of Scope of Work offered in this proposal.
 - Provide education, experience, and general information related to specific personnel who will be working on this project
 - Submit a project schedule
 - Provide a pricing proposal
- Compliance Certification, Verification, and signature

3.3 Proposal Certification, Verification, and Signature

Proposals not signed by an authorized officer of the Vendor's organization may be eliminated. It is the sole responsibility of the Vendor to ensure that they have received the entire Request for Proposal. The Request for Proposal and any addenda may be secured by contacting the Division of Purchase.

3.4 Pricing

No proposal will be considered which is not accompanied by pricing as requested. "Time and materials" pricing will not be considered.

3.5 Statement of Assumptions and Exceptions

The Vendor will clearly describe any assumptions or exceptions made (by them) in order to successfully complete the proposal. This statement can include, but is not limited to, any

assumptions or exceptions that Onondaga County or the County will provide space, people, materials, alternative solutions, or exceptions to requirements within the RFP.

Each Proposal submitted in response to this RFP shall list any deviation(s), exception(s), or variation(s) to all sections of this RFP, referencing the section where the proposed change exists and stating the proposed revision. Proposers must provide a written explanation to include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County as a result of exceptions.

3.6 Preparation of Proposal

No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements set forth in the Request for Proposal. In case of error in the extension of prices in the Proposal, unit prices will govern.

3.7 Proposal Modifications

A proposal that is in the possession of Division of Purchase may be amended by sending an email to RFP@ongov.net (or letter to the Division of Purchase office address) bearing the signature and name of an authorized officer of the Vendor's organization, provided it is received prior to the Proposal submission deadline. Fax, telephone, or verbal alterations will not be accepted.

3.8 Withdrawal of Proposal

A proposal that is in the possession of the Division of Purchase may be withdrawn by the Vendor up to the time of the opening by contacting RFP@ongov.net.

3.9 Timing

Proposals must be received on or before the Proposal submission deadline. Proposals received after the Proposal submission deadline will not be considered. Vendors shall be responsible for the delivery of proposals during business hours to the address indicated in Section 3.1. It shall not be sufficient to show that the proposal was mailed in time to be received before the Proposal submission deadline.

3.10 Schedule of Events

The schedule of events set out in the RFP timeline in Section 01 represents the County of Onondaga's or County's best estimate of the schedule that will be followed for the RFP process. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. After the RFP Release Date, the County reserves the right to adjust any or all of the proposed dates on an as-needed basis with or without notice. If a component of this schedule is delayed, the remainder of the schedule may be shifted as appropriate. Any changes to the dates up to the Proposal submission deadline will be sent out as an official, written addendum prior to the Proposal submission deadline of this RFP.

3.11 Denial of Reimbursement

The County will not reimburse Vendors for any costs associated with the preparation and submittal of any Proposal, or for any travel and/or per diem costs that are incurred.

3.12 Gratuity Prohibition

Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the County for the purpose of influencing consideration of this Proposal.

3.13 Effective Dates of Proposal

All terms, conditions, and costs quoted in the Proposal will be binding on the Vendor for 180 days from the last date to submit the Proposal.

3.14 FOIL and Proprietary Information

Proposal information is restricted and not publicly available until after the Contract award date. Responses to this RFP may require that potential Vendors include corporate information that is proprietary. All RFP materials are subject to the Federal and State Freedom of Information Laws, unless marked in advance as proprietary. If any request is received regarding this Proposal, you will be afforded the opportunity to submit justification to exempt any section you have identified in your Proposal as proprietary. It will be the Vendor's responsibility to qualify the section under the proprietary exemption. The County will not accept any request by a potential Vendor to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary. The County reserves the right to release sections which, as a matter of law, do not meet the standard to be exempted regardless of how they were marked by the Vendor.

3.15 RFP Certification

Pursuant to the provisions of New York State General Municipal Law, the Onondaga County Division of Purchase certifies the services required are not subject to competitive bidding under the professional service exemption, and Onondaga County Purchasing rules require selection of services through an RFP process.

SECTION 04: REQUIRED FORMS

Form A: Proposal Certification Form

Form B: Sexual Harassment Certification Form



ONONDAGA COUNTY

FORM A: PROPOSAL CERTIFICATION FORM

In compliance with the RFP specifications and the Conditions of Proposing, I, the undersigned, offer and agree to furnish any or all materials and/or services upon, which prices are offered, at the price set opposite each, to the County within the time specified. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive proposing is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror.

By my signature below, Vendor subscribes, and Vendor affirms as true under penalties of perjury the following statement:

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

RFP Title	
Firm Name	
Address of Record	
State of Incorporation	
Mailing Address	
Federal ID Number	
Printed Name and Title	
Email Address	
Authorized Signature	
Number of Addenda Received	

FORM B: SEXUAL HARASSMENT CERTIFICATION FORM

Section 201-g of the New York State Labor Law requires employers to adopt a sexual harassment prevention policy, make such policy available to its employees, and provide sexual harassment training to its employees, consistent with model policies, guidance, and regulations developed by the New York State Department of Labor.

(<https://www.ny.gov/combating-sexual-harassment-workplace/employers>)

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Such certification is consistent with the requirements of New York State Finance Law Section 139-L, which provides that **a proposal shall not be considered for award nor shall any award be made to a proposer who has not completed this certification**; provided, however, that if the proposer cannot make the foregoing certification, such proposer shall so state at the time of proposal submission and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor.

By signing below, this proposal shall be deemed to have been authorized by the board of directors of such proposer, and such authorization shall be deemed to include the signing and submission of such proposal and the inclusion therein of such statement as the act and deed of the corporation.

Under penalty of perjury, by signing below, I submit this proposal on behalf of the firm, and certify that the firm has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees.

Company Name	
Authorized Signature	
Printed Name and Title	
Date	
RFP #	
RFP Name	

SECTION 05: EVALUATION AND SELECTION CRITERIA

5.1 Evaluation and Selection Criteria

Onondaga County reserves the right to award this contract in part or in whole to a qualified Vendor or Vendors.

Criteria to be evaluated by the County will include, but not be limited to, the following:

- Compliance with the RFP format requirements
- Experience
- Future Contract Costs and Risks
- Company Statistics
- Responsiveness to the items within the Scope of Work section
- References
- Price
- Presentations (upon request)
- Credibility of Vendor
- Minority and Women's Business Enterprises Compliance
- Sustainability Solutions and Practices

Award will be selected based on evaluation of which Vendor is most responsive and responsible, with primary consideration afforded to cost, experience, and ability to perform the work. Secondary consideration will be afforded to those factors identified within Section 02 and Sections 5.2 and 5.3 of the RFP, including implementation, references, quality standards, environmental initiatives, and utilization of disadvantaged workers and business owners.

Onondaga County reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the County to do so.

5.2 Minority and Women's Business Enterprises Compliance

Onondaga County encourages its Vendors to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (MWBE) as Vendors and suppliers. MWBE and EEO (Equal Employment Opportunity) compliance and participation will be a priority in evaluating responses to this RFP.

Onondaga County requires all respondents to this RFP for professional services: (1) to be a certified MWBE prime Vendor, or (2) to subcontract services and/or purchase supplies from an MWBE partner(s) sufficient so that not less than 30% of the total value of the work and supplies purchased by the County from your company are from an MWBE partner(s), or (3) if such 30% requirement is unattainable, to submit a written explanation for why the 30% requirement is unattainable, along with a description of any attempted efforts to meet the 30% requirement. The County will consider MWBE Vendors that have applied for New York State Certification.

Onondaga County will consider on a case by case basis City of Syracuse or other MWBE certifications your company has attained.

Vendors that submit proposals in response to this RFP will be required to submit a conceptual plan identifying the services and/or supplies that will be subcontracted or purchased, respectively, from the identified MWBE partner(s).

5.3 Sustainability Solutions and Practices

It is the goal of Onondaga County to limit its carbon footprint and the environmental impact of its activities through its carbon calculator by achieving a 1% reduction each year over the next 25 years. If the Vendor participates in any sustainable practices such as, but not limited to, alternative fuels in Vendor vehicles, recyclable materials used in advertising, or sustainable features at any support facilities, please include them here for consideration. The County may consider high priority sustainability solutions of the Vendor after reviewing full and compliant responses to inquiries made in the RFP.

PART III: REQUIREMENTS UPON AWARD AND SAMPLE CONTRACT TERMS

SECTION 06: AWARD INFORMATION

6.1 Contract

The successful Vendor will enter into and sign a formal Contract with the County with reasonable adjustments acceptable to the County. This RFP and the Proposal of the successful Vendor will become a part of the Contract and will be in effect for the duration of the contract period. The Contract language will control over any language contained within this RFP or the Proposal that conflict with the signed and fully executed Contract.

6.2 Piggybacking

Onondaga County will make this contract available to all municipalities, subject to eligibility under New York State law. Vendors can provide substantially the same goods and services under the same terms and conditions detailed in the RFP, provided local law permits and the requesting municipality makes their own payment arrangements. The Vendor may not increase the price on the contract but may negotiate a reduction. Onondaga County is not responsible for determining a municipality's ability to piggyback, and that right is reserved exclusively to local counsel. Although extension of the contract to additional municipalities is optional for the Vendor, providing this service is a priority for the County.

6.3 Account Representative

The successful Vendor shall appoint, by name, a company representative who shall be responsible for servicing this account. The representative shall be responsible to provide the services required to ensure that the account would be administered in an organized and systematic manner.

6.4 Advertising Award

The successful Vendor must receive written approval from the County before advertising the award of the contract or the services to be provided under the contract. The Vendor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by the County.

6.5 Beginning Work

The successful Vendor will not commence any work which could be billed until a valid contract has been executed between the Vendor and the County.

6.6 Failure to Perform

Failure of the awarded Vendor to furnish the service awarded as per their Proposal or County requirements shall eliminate the Vendor from the active Vendors list for a period of time as determined by the Purchasing Director.

Section 07: Sample Required Contract Terms

If the Vendor is awarded the Contract for this Project, the Vendor accepts that it will be required to agree to language in the Contract that will be similar or identical to the following:

7.1 Warranty

The Vendor expressly represents and warrants to the County that it has the ability and expertise to perform its responsibilities hereunder and shall use the highest standards of professional workmanship.

7.2 Defend, Indemnify, and Hold Harmless

To the fullest extent permitted by law, Vendor agrees to indemnify, defend and hold harmless County and County's agents and employees or any of them from and against suits, claims, actions, liabilities, damages, professional fees, including attorney's fees, costs, court costs, expenses, disbursements or claims of any kind or nature, including by reason of statute or operation of law, for injury to or death of any person or damage to any property (including loss of use thereof) arising out of or in connection with the performance of the Agreement and alleged to be caused in whole or in part by (i) the culpable acts or omissions of the Vendor, its Vendors or suppliers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, or (ii) the breakage or malfunctioning of any tools, supplies, scaffolding or other equipment used by or furnished to Vendor, its Vendors or suppliers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

This indemnification shall apply regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. This provision shall not be construed to require the Vendor to indemnify any indemnitee for the negligence of the indemnitee to the extent such indemnitee proximately caused the damages complained of. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist.

7.3 Liability Insurance

Vendor shall obtain, from an Vendor authorized by a license in force pursuant to the insurance law of the state of New York to do an insurance business in the state of New York and having an A. M. Best Company, Inc. financial strength rating of A- or better and an A. M. Best Company, Inc. financial size category of XV, personal injury liability insurance, as personal injury liability insurance is defined by New York State's Insurance Law § 1113 (a) (13), and property damage liability insurance, as property damage liability insurance is defined by New York State's Insurance Law § 1113 (a) (14), covering and applying to legal liability of the insured for damages, and to loss, damage, or expense incident to a claim of such liability, arising out of the death or injury of any person or out of injury to the economic interests of any person as the result of negligence in the rendering expert, fiduciary, or professional service or out of the loss or destruction of or damage to property, that occurs in the performance of, or in connection with, or collateral to, this agreement.

Vendor shall obtain the personal injury liability insurance and the property damage liability insurance by insurance contract or contracts, as insurance contract is defined by New York State's Insurance Law § 1101 (a) (1), specified and described in this agreement. Each insurance contract shall name Vendor as the insured in its declarations. Each insurance contract, except a professional liability insurance contract, shall be endorsed by the Vendor to name, make, and add the County as additional insured so as to obligate the Vendor to provide the personal injury liability insurance and property damage liability insurance covering and applying to the legal liability of the County for damages, as to the legal liability of the insured for damages, and covering and applying to the loss, damage, or expense incident to a claim of the legal liability of the County for damages, as to loss, damage, or expense incident to a claim of the legal liability of the insured for damages. Each insurance contract, except a professional liability insurance contract, shall be endorsed by the Vendor to obligate the Vendor to provide the personal injury liability insurance and property damage liability insurance to the County, as primary to, and not seek contribution from, any other insurance available to County by any other insurance contract naming the County as the insured. Each insurance contract shall be endorsed by the Vendor to obligate the Vendor to give the County written notice of any termination or substantive change of the insurance contract, at least 30 days before the termination or substantive change, by the Vendor's delivering the notice to County's Department of Law, John H. Mulroy Civic Center, 421 Montgomery Street, Syracuse, NY 13202. Each insurance contract shall be approved and accepted by County.

Vendor shall obtain these insurance contracts:

Commercial general liability insurance contract that shall obligate the Vendor to provide personal injury liability insurance and property damage liability insurance, covering and applying to the legal liability of the insured for damages, and to the loss, damage, or expense incident to a claim of the legal liability of the insured for damages, however arising, in a minimum amount *\$1 million for each occurrence of, and in a minimum amount of \$2 million for any aggregate of occurrences of*, death or injury of any person, or injury to the economic interests of any person, or loss or destruction of, or damage to, property, in each policy period, and be in effect continuously from the day of the making of this agreement through the day which is at least three years after the day of the latest to happen of complete performance, final payment, expiration of any period of warranty, or expiration of any period for correction of work, in the performance of, or in connection with, or collateral to, this agreement.

Automobile liability insurance contract that shall obligate the Vendor to provide personal injury liability insurance and property damage liability insurance, covering and applying to the legal liability of the insured for damages, and to the loss, damage, or expense incident to a claim of the legal liability of the insured for damages, arising out of the ownership, maintenance, or use of any motor vehicle, as motor vehicle is defined by New York State's Vehicle and Traffic Law § 125, in a minimum amount of *\$1 million for each occurrence* of death or injury of any person, or injury to the economic interests of any person, or loss or destruction of, or damage to, property, in each policy period, and be in effect continuously from the day of the making of this agreement

through the day which is after the day of the latest to happen of complete performance, final payment, expiration of any period of warranty, or expiration of any period for correction of work, in the performance of, or in connection with, or collateral to, this agreement.

Umbrella liability insurance contract that obligates the Vendor to provide personal injury liability insurance and property damage liability insurance, in excess of that personal injury liability insurance and property damage liability insurance provided by any commercial general liability insurance contract, automobile liability insurance contract, and professional liability insurance contract required by this agreement, in a minimum amount of *\$1 million for each occurrence of* death or injury of any person, or injury to the economic interests of any person, or loss or destruction of, or damage to, property, in each policy period, and be in effect continuously from the day of the making of this agreement through the day which is at least three years after the day of the latest to happen of complete performance, final payment, expiration of any period of warranty, or expiration of any period for correction of work, in the performance of, or in connection with, or collateral to, this agreement.

Professional liability insurance contract that shall obligate the Vendor to provide personal injury liability insurance and property damage liability insurance covering and applying to the legal liability of the insured for damages, and to the loss, damage, or expense incident to a claim of the legal liability of the insured for damages, arising out of the insured's business, trade, occupation, or practice of a profession for which a license is required by a governmental authority of the state of New York, in a minimum amount of *\$2 million for each occurrence of, and in a minimum amount of \$4 million for any aggregate of occurrences of,* death or injury of any person, or injury to the economic interests of any person, or loss or destruction of, or damage to, property death or injury of any person, or injury to the economic interests of any person, or loss or destruction of, or damage to, property, in each policy period, and be in effect continuously from the day of the making of this agreement through the day which is at least three years after the day of the latest to happen of complete performance, final payment, expiration of any period of warranty, or expiration of any period for correction of work, in the performance of, or in connection with, or collateral to, this agreement.

The County reserves the right to amend, lower, or require additional insurance or endorsements, types of coverage, and higher or lower limits of coverage depending on the nature of the work proposed under this Request for Proposal.

Vendor shall deliver to the County, before this agreement may be made or performed, and from time to time as is reasonable, as evidence that Vendor has obtained the insurance as required by this agreement, both a form certificate of insurance approved for use by New York's superintendent of insurance which identifies the insurance contracts obtained by Vendor and copies of the declarations of each insurance contract referred to in the form certificate of insurance. At the request of the County, Vendor shall deliver to County a copy of any insurance contract required by this agreement.

7.4 Workers' Compensation and Disability Benefits

This agreement shall be void and of no effect unless Vendor and other person or entity making or performing this agreement shall secure compensation for the benefit of, and keep insured during the life of this agreement, the employees engaged thereon, in compliance with the provisions of the New York State workers' compensation law.

Vendor shall show, before this agreement may be made or performed, and at all times during the life of this agreement, that Vendor, and other person or entity performing this agreement, is in compliance with the provisions of the New York State workers' compensation law, by Vendor's delivering to County's Department of Law that New York State Workers' Compensation Board (Board) form or State Insurance Fund (Fund) form described in one of the following subparagraphs numbered 1, 2, 3, or 4, and that Board form described in one of the following subparagraphs numbered 5, 6, or 7:

1. Board form C-105.2 (Fund form U-26.3, if the Vendor is the State Insurance Fund), subscribed by the Vendor, showing that Vendor, and other person or entity making or performing this agreement, has secured compensation, as workers' compensation insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

2. Board form SI-12, completed by Board's self-insurance office and approved by Board's secretary, showing that Vendor, and other person or entity making or performing this agreement, has secured compensation, as Board approved workers' compensation self-insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

3. Board form GSI-105.2, completed by the group self-insurance administrator, showing that Vendor, and other person or entity making or performing this agreement, has secured compensation, by being a participant in a workers' compensation group self-insurance plan, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

4. Board form CE-200 bearing an exemption certificate number issued by Board, showing that Vendor, and other person or entity making or performing this agreement, or the Work is not required to secure compensation for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

5. Board form DB-120.1, subscribed by the Vendor, showing that Vendor, and other person or entity making or performing this agreement has secured the payment of disability benefits, as disability benefits insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

6. Board form DB-155, completed by Board's self-insurance office and approved by Board, showing that Vendor, and other person or entity making or performing this agreement, has secured disability benefits, as Board approved disability benefits self-insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

7. Board form CE-200 bearing an exemption certificate number issued by Board, showing that Vendor, and other person or entity making or performing this agreement is not required to secure disability benefits for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

7.5 Assignment

Vendor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement, or Vendor's right, title, or interest in this agreement, or Vendor's power to execute this agreement, to any other person or entity without the previous consent in writing of the County.

7.6 Independent Vendor

Vendor is an independent Vendor. Neither Vendor, nor Vendor's officers, employees, agents, or servants shall hold themselves out as, or claim to be, officers, employees, agents, or servants of the County.

7.7 Conflict of Interest

At the time Vendor submits a response, or if no response is submitted, prior to performing any services under this agreement, Vendor shall deliver to County's Department of Law and the County, the attached affidavit certifying that Vendor has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services to County. The affidavit shall further state that in rendering services to County no persons having any such interest shall be employed by Vendor. Vendor assumes full responsibility for knowing whether Vendor's officers, employees, agents, or servants have any such interest and for certifying the absence of such conflict to County.

During the course of performing services for County, Vendor shall disclose immediately to County, by affidavit, every known or apparent conflict of interest and every ostensible or potential conflict of interest of Vendor, Vendor's officers, Vendor's employees, Vendor's agents, and Vendor's servants. The duty to disclose is a continuing duty. Such disclosure is a material obligation of this agreement and Vendor's failure to comply with these provisions affords County the right to pursue any and all remedies for breach of agreement. In the event of an apparent or actual conflict of interest during the course of performance, Vendor shall suspend all work and services, and County's payments to Vendor shall be suspended pending final approval by the County or County's Board of Ethics. If the conflict cannot be resolved to the satisfaction of County, County may terminate the agreement by written notice. Nothing herein shall be construed as limiting or waiving County's right to pursue damages or other remedies.

A conflict of interest includes any circumstance which might influence or appear to influence the judgment of Vendor, and Vendor shall disclose the same. Vendor shall disclose further the acceptance of compensation, monetary or otherwise, from more than one (1) payor or party for services on the same project or related project. Vendor shall disclose further the direct or indirect solicitation or acceptance of financial or other consideration from parties other than County for work on the project to which this agreement pertains. If applicable, Vendor shall disclose further the direct or indirect acquisition of any interest in the real estate which is the subject of the project, or in the immediate vicinity thereof. A conflict of interest of Vendor's officers, Vendor's employees, Vendor's agents, or Vendor's servants shall be deemed a conflict of interest of Vendor, giving rise to the duty to disclose.

Vendor shall not disclose any data, facts or information concerning services performed for the County or obtained while performing such services, except as authorized by County in writing or as may be required by law.

7.8 Licenses and Permits

Vendor shall obtain at Vendor's own expense all licenses or permits required for Vendor's services or work under this agreement, prior to the commencement of Vendor's services or work.

7.9 Appropriations

The County warrants that the funds are available during the current fiscal period, and that the County shall use reasonable efforts to obtain funds to make payments in each subsequent fiscal period through the end of the contract term. If a funding request to the Legislative body for any part of the contract term is denied, the County may terminate the contract on the last day of the fiscal period for which funds have been appropriated. This agreement is executory only to the extent of the monies appropriated and available for the purpose of this agreement and no liability on account thereof shall be incurred by the County beyond monies appropriated and available for the purpose thereof.

7.10 Agreement Modifications

This agreement represents the entire and integrated agreement between County and Vendor and supersedes all prior negotiations, representations or agreements either written or oral. This agreement may be amended only by a writing signed by County and Vendor.

7.11 Severability

If any term or provision of this agreement shall be held invalid or unenforceable, the remainder of this agreement shall not be affected thereby, and every other term and provision of this agreement shall be valid and enforced to the fullest extent permitted by law.

7.12 Clauses Required By Law

Each and every provision of law and clause required by law to be part of this agreement shall be deemed to be part of this agreement and to have been inserted in this agreement, and shall have the full force and effect of law.

7.13 Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of New York, without giving effect to otherwise applicable principles of conflicts of law. For legal disputes, venue shall be a court of competent jurisdiction in Onondaga County or the Northern District of New York, and Vendor consents to such jurisdiction. County does not agree to arbitration.

7.14 Suspension and Debarment

Vendor certifies that, except as noted, Vendor and any person associated with Vendor in the capacity of owner, partner, director, officer, or major stockholder is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, and has not been suspended, debarred, voluntarily excluded or determined ineligible by any government agency within the past three years.

7.15 Non-Discrimination

The Vendor also agrees to not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, or disability. The successful Vendor shall comply with the Americans with Disabilities Act.

7.16 Audit

The County or any of their duly authorized representatives shall have access to any books, documents, papers, and records of Vendor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

7.17 Ownership of Documents/Work Product

It is agreed that all finished or unfinished documents, data, or reports, prepared by Vendor under the Contract shall be considered the property of the County, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the County, will be turned over to the County.

7.18 Replacement Contract

In the event a replacement contract is not issued, any contract let and awarded hereto under by the County may be extended unilaterally by the County, for an additional period of one month, upon notice to the Vendor, with the same terms and conditions as the original contract. With the concurrence of the Vendor this extension may be for a period of up to three months, however the extension terminates should the replacement contract be issued in the interim. The County reserves the right to unilaterally extend such contract for an additional period of one month, upon notice to the Vendor, with the same terms and conditions as the original contract. With the concurrence of the Vendor this extension may be for a period of up to three months.