

July 1, 2026

**Request for Qualifications (RFQ)
Design and Engineering Services to Enhance Recreational Facilities at
Hafner Park, 3645 Lake Road, Town of Clarkson**

PROJECTED SCHEDULE

Date	Action
July 14, 2026	Town Board approval to advertise RFQ
July 17, 2026	RFQ legal notice published; Listed on NYS contract reporter
August 7, 2026 @ noon	Statements of Qualifications due
August 11, 2026	Qualifications reviewed by the Town Board (At Board discretion, interviews may be conducted with Short Listed Firms.)
August 12, 2026	Selected Engineer Notified by Town

1. PROJECT DESCRIPTION

The Town of Clarkson received an Environmental Protection Fund Grant #259186 from the NYS OPRHP in the amount of \$660,375 to enhance the park facilities at Hafner Park. The Town of Clarkson is soliciting proposals from qualified engineers, landscape architects, or other licensed design professionals to provide services for the following improvements, including:

- **Two (2) public ADA-accessible bathrooms**
- **An open amphitheater**
- **A Veterans Memorial**
- **Improved stormwater drainage**
- **A one-mile multi-use trail**

2. DESCRIPTION OF SERVICES AND DELIVERABLES

The scope of services includes:

Site Analysis Phase

- Evaluate existing recreational facilities
- Develop a draft design for review and comment from the Town.
- Assess existing site conditions, prepare required permits, construction estimates, and construction schedules for the project.
- The selected consultant will be required to interact with the NYS OPRHP, NYSDEC, NYSDOT, and other interested agencies.

Design Phase:

- Provide all engineering services to advance the project, including interaction with outside agencies, final design, drawings, technical specifications, final bid plans and specifications, preparation of contract documents, and incorporating community feedback where applicable.
- Assist with pre-bid and pre-construction meetings, bid review, and award recommendations.
- Ensure compliance with applicable local, state, and federal rules and regulations.

Grant Administration:

- Provide assistance with reporting to OPRHP.

Construction Phase

- Provide assistance and technical capability for shop drawing review and approval, project reporting, construction inspection on an as-needed basis, and preparation of record drawings.

3. OWNER'S RESPONSIBILITIES

The Town shall provide or perform the following:

- Access to and reproduction of all pertinent records maintained by the Town.
- General direction regarding fundamental project objectives.
- General review of all material submitted.
- Provide detailed construction inspection as appropriate.

4. SUBMISSION

Proposals must be received by **Friday, August 7, 2026 @ noon** at the address below. Submissions shall include three (3) hard copies as well as one (1) electronic version (PDF) sent to:

Ursula Liotta
Town Supervisor
Town of Clarkson
3710 Lake Road
PO Box 858
Clarkson, NY 14430-0858
supervisor@townofclarksonny.gov

Proposals must include:

- a. The experience, qualifications, and capacity of the consultant and project team, with contact references for previous work;
- b. A proposed timeline for project completion;
- c. Description of relevant project experience designing with a focus on community and park projects;
- d. Description of experience working with public grants, state and federal historic tax credits;
- e. Description of work previously completed with the Town of Clarkson;
- f. Up to three (3) recent designs and photographs of completed projects for related projects;
- g. At least three (3) client references;
- h. Proof of insurance, including professional liability, general liability, and workers' compensation coverage.
- i. This project is funded in part by a grant from the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993. Under Article 15A, Executive Law, the State of NY is committed to providing Minority and Women Owned Business (MWBE) equal opportunity to participate in government contracts. Though there are no required goals for MWBE participation in this grant funded project, the successful bidder will be required to make a Good Faith Effort in the utilization of MWBE's and furnish reports showing the participation of various business enterprises of subcontractors and suppliers on the contract.

5. PROPOSAL EVALUATION

The Town will review and rank the proposals using the factors listed below to select the preferred consultant. Based upon the evaluation of the proposals, the Town of Clarkson reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Town to paying any costs incurred by participating in said interview.

The evaluation factors are:

- A. Experience, qualifications, and capacity of consultant. The capabilities of each responding firm will be evaluated in these specific areas:

Points	Criteria
15	Recent relevant experience of the firm in similar projects
15	The extent to which the firm has personnel, equipment, and facilities to perform the scope of work
15	Experience with recent clients for similar services
15	Experience working with similar projects

B. Qualifications of the Project Team:

Points	Criteria
10	The quality and experience of the proposed staff and the balance of relevant skills
10	The quality and experience of any proposed subcontractors

C. Proposals:

The proposals will be evaluated for their demonstrated understanding of the requirements of this RFQ and their ability to meet the study objectives. This will include:

Points	Criteria
10	Quality and completeness of the response
10	Ability to meet an aggressive work schedule

6. **RIGHTS**

The Town of Clarkson shall be the sole judge of whether a proposal conforms to the requirements of this RFQ and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contrary contained herein, the Town reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the Town may select; to award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with this RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; award based on the value conferred to the Town; reject any or all proposals and cancel this RFQ, in whole or in part, for any reason or no reason, in the Town's sole discretion. The Town may exercise any such rights at any time, without giving notice to any respondent or other parties and without liability to any respondent or other parties for their costs, expenses, or other obligations incurred in the preparation.

Questions regarding this RFQ should be directed to:

Ursula Liotta
Town Supervisor
Town of Clarkson
3710 Lake Road
PO Box 858
Clarkson, NY 14430-0858
supervisor@townofclarksonny.gov

7. LEGAL AND POLICY COMPLIANCE

All work shall comply with applicable New York State and federal statutes, including SEQRA, ADA requirements, and Town procurement policies in accordance with General Municipal Law.

Attached: concept plan -- March 2025

LEGAL NOTICE
Request for Qualifications

The Town of Clarkson is soliciting proposals from qualified engineers, landscape architects, or other licensed design professionals to provide design and engineering services to enhance, upgrade and improve the recreational facilities at Hafner Park per the Environmental Protection Fund Grant #259186 received from the NYS OPRHP.

Qualification packages shall be placed in a sealed envelope addressed to Ursula Liotta, Supervisor, Town of Clarkson, 3710 Lake Road, PO Box 858, Clarkson, NY 14430-0858, and be plainly marked on the outside of the envelope:

QUALIFICATIONS FOR CONSULTING SERVICES – NYS OPRHP GRANT #259186, and be delivered to the address above by Friday, August 7, 2026 at noon. Information received after that date and time will not be considered.

The full Request for Qualifications may be obtained from the Town on Monday through Thursday from 8AM – 4PM and Friday from 8AM to 1PM. Minority and Women Business Enterprise firms are strongly encouraged to submit. The Town of Clarkson reserves the right to reject any or all Statements of Qualifications, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Statement of Qualifications which the Town deems to represent the prudent and economical expenditure of the public monies for the benefit of the Town's inhabitants by securing the maximum quality.

Ursula Liotta
Town Supervisor
Town of Clarkson
Monroe County, New York

