

Request for Qualifications (RFQ)
Engineering Services for Water System Projects
Village of Croghan

I. PROJECT DESCRIPTION

The Village of Croghan is issuing this Request for Qualifications for the qualifications-based procurement of an engineering firm to assist with engineering tasks associated with a range of water system improvement projects.

Utilizing a qualifications-based process, the Village will select up to a total of three consulting engineering firms licensed in the State of New York to design, bid, administer, and close out projects as the need arises.

The Village will be soliciting funding from a variety of programs, such as NYSEFC, to develop a Professional Engineering Report to evaluate alternatives for an expansion to their existing public water system in the Village. Findings of the PER will be put into an NYSEFC Engineering Report for an Intended Use Plan (IUP) listing and into other funding applications for eventual loans and/or grant assistance. Various water system improvement and expansion projects are projected to be needed by the Village, and, if adequate funding is secured, it is the Village's intent to utilize the firm selected for this PER, along with any other water system projects.

We anticipate applying for and receiving funding for the project referenced in this RFQ with NYS and/or Federal loan and grant funds. All project bidding, construction administration, and inspection/closeout activities associated with the project must be performed in accordance with NYSEFC, Community Development Block Grant, and/or USDA Rural Development requirements and regulations.

In keeping with these requirements, the qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Village will select a consulting engineering firm to design, bid, administer and close out various water projects to be undertaken by the Village. Proposals will be received from all firms which wish to be considered for this engagement.

II. CONSULTANT SELECTION CRITERIA

Consultants must demonstrate their level of competence and qualification, and each subcontractor's level of competence and qualification, with respect to the listed evaluation factors for the needed services.

NOTE: These factors are not listed in order of importance.

Evaluation factors include:

1. Serve as Engineer-of-Record for the Village for each project.
2. The ability of the selected firm to provide the technical skills necessary for capital improvement or maintenance projects, or evaluate such projects on a very short notice, and an as-needed basis as determined by the Village.

3. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
4. Experience of the consultant's professional staff with water plant design and plant operations and distribution and collection system improvements.
5. The consultant's ability to make practical water plant process evaluations and develop best practice treatment recommendations.
6. Record of success by the consultant, demonstrated by work previously performed for the Village of Croghan or similar work performed for others.
7. Individuals within the consultant's organization who will have direct charge of the work.
8. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
9. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
10. Pertinent new ideas that may be presented by the consultant during the selection process.
11. Whether the consultant has an effective quality control program.
12. The consultant's demonstrated record of keeping construction costs within project budgets and design estimates.
13. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
14. Understanding of the importance of safety in design and constructability.
15. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/sub-consultants.
16. Submit a list of communities/clients where you have provided similar water design services over the last three years.

After the initial review of the submittals, a short list of consultants will be developed for further consideration. These firms may be invited for an interview. The best-qualified firm or firms will be selected based on its demonstrated competence and qualification for the services required for the project. A more detailed scope of work and fee schedule will be negotiated with the best-qualified firm or firms. If negotiations are not successful with any selected firm, the Village will terminate negotiations with that firm and initiate negotiations with the next best-qualified firm. When a fair and reasonable fee is established, a contract award recommendation will be made to the Village of Croghan Village Board for its consideration.

Engineering Firm Insurance Requirements

The firm must meet the following insurance requirements.

1. Proof of Workers' Compensation insurance coverage.
2. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. The Village must be listed as additional insured and endorsement required.
3. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage. The Village must be listed as additional insured and endorsement required.
4. Professional Liability not less than \$2,000,000 per loss.

III. RFQ SCHEDULE

Below outlines the projected RFQ schedule.

DATE	DESCRIPTION
November 14, 2023	Request for Qualifications Advertised
February 6, 2024	Statement of Qualifications Received
February 7, 2024	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
February 14, 2024	Award to Consultant at Village Board Meeting

IV. SUBMISSION

Please provide a copy of your qualifications and related materials via electronic or hard copy. Proposals may be transmitted electronically in a PDF format consisting of a Statement of Qualifications or four (4) bound copies of your qualifications statement via mail in a sealed envelope no later than **3:00 p.m. February 6, 2024**, the submittal deadline date. Please mark your response “**REQUEST FOR ENGINEERING QUALIFICATIONS – VILLAGE OF CROGHAN**” and send or mail your response to:

Village Clerk Nancy Martin
Village of Croghan
PO Box 391; 9578 Park Drive (for UPS/FedEx deliveries)
Croghan, New York 13327
Phone: (315) 346-1979
Email: nancymartin5150@gmail.com

V. PROPOSAL EVALUATION

The Village will review and rank the proposals using the factors /rating scale listed below to select the preferred consultant based on qualifications. Based upon the evaluation of the proposals, the Village of Croghan reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Village of Croghan to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the Village of Croghan’s water system.
Maximum Points: 20
- Project Management Approach: Response as outlined regarding the Firm’s Project Management Approach and the performance of the identified services as well as the timeliness of project deliverables.
Maximum Points: 25
- Availability of Staff and Experience of the Project Team: Having the right team helps deliver a project within budget and on schedule. The Village will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work identified. Considerations will include the individuals’ qualifications, experience, and location of key personnel.
Maximum Points: 30

- Experience with NYSEFC, USDA RD, and CDBG Funded Projects: The Firm's familiarity and experience in successfully satisfying funding agency construction document and MWBE requirements will be reviewed and ranked.

Maximum Points: 25

Following the review of Statement of Qualifications, no guarantee of work assignments or projects can be made, however, the assignment of projects will be based on the Village's needs.

The selection of consultants will be valid for a period of three (3) years from the date of Village Board approval and the Village reserves the right to renew the selected consultants for an additional three (3) years.

VI. EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Village of Croghan encourages MWBE and Section 3 firms to submit.

VII. RIGHTS

The Village of Croghan shall be the sole judge of whether a submittal conforms to the requirements of this RFQ and of the merits and acceptability of the individual submittals. Notwithstanding anything to the contrary contained herein, the Village 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 Village 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; reject any or all proposals and cancel this RFQ, in whole or in part, for any reason or no reason, in the Village's sole discretion. The Village may exercise any such rights at any time, without 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:

Village Clerk Nancy Martin

Phone: (315) 346-1979

Email: nancymartin5150@gmail.com