

## **Request for Qualifications (RFQ) Engineering Services for Water and Wastewater System Projects Village of Rouses Point**

### **I. Project Description**

The Village of Rouses Point is issuing this Request for Qualifications (RFQ) for the qualifications-based procurement of an engineering firm to assist with engineering tasks associated with a range of water and wastewater system improvement projects. Utilizing a qualifications-based process, the Village will select a consulting engineering firm licensed in the State of New York to design, bid, administer and close-out clean water and drinking water projects.

#### **Clean Water**

The Village of Rouses Point owns and operates a municipal sanitary sewer collection system. The system consists of approximately 14 miles of sewer line and 350 manholes. Two (2) Preliminary Engineering Reports (PER) entitled "Sanitary Sewer Collection System Evaluation," one dated November 2020 and the other is entitled "Sanitary Sewer Collection System Evaluation, Phase 2," is dated June 2022 was prepared for the Village by Barton and Loguidice.

#### **Clean Water Funding**

The Village was notified by the New York State Environmental Facilities Corporation (NYSEFC) that they qualify to receive grant funding through the Federal Infrastructure Investment and Jobs Act of 2021, also known as the Bipartisan Infrastructure Law (BIL) for Clean Water State Revolving Fund (CWSRF), Project Numbers C5-5504-03-00 and C5-5504-04-00, Sanitary Collection System Improvements. The combined amount of BIL Grant available for these projects is estimated at \$1,217,000 and the remaining loan amount at 0%.

#### **Drinking Water**

The Village of Rouses Point owns and operates a municipal water system, including a 1.89 MGD water treatment plant (WTP), 1.5 MG water storage tower, and distribution system. The system serves approximately 2,500 people. The water treatment plant utilizes diatomaceous earth filtration and disinfection for treatment. A Preliminary Engineering Report (PER) entitled "Village of Rouses Point Water Treatment Plant Improvements Project", dated July 2022 was prepared for the Village by Barton and Loguidice.

#### **Drinking Water Funding**

The Village was notified by New York State Environmental Facilities Corporation (NYSEFC) that they qualify to receive grant funding through the New York State Water Infrastructure Improvement Act (WIIA) for Drinking Water State Revolving Fund (DWSRF), Project Number 18809, Water Treatment Plant Improvements. The WIIA Grant has been awarded in an amount not to exceed \$5,000,000. The Village also has the potential to receive up to \$2,000,000 from the USEPA Community Grants State and Tribal Assistance Grant (STAG) Program.

## **Terms and Conditions for CW & DW**

The projects referenced in this RFQ are anticipated to be funded with New York State 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 Mandatory Terms Conditions, and USEPA Community Grants State and Tribal Assistance Grant (STAG) Program requirements and regulations.

In keeping with these requirements, the qualifications-based procurement standards for New York State Environmental Facilities Corporation Certification for Architectural/Engineering Services Procurement for Federally Funded Projects shall apply. Utilizing a qualifications-based process, the Village will select a consulting engineering firm to design, bid, administer and close-out various water and wastewater 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 short notice, and on 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 sanitary sewer investigations and water distribution system improvements.
5. Record of success by the consultant, demonstrated by work previously performed for the Village or similar work performed for others.
6. Individual within the consultant's organization who will have direct charge of the work.
7. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
8. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
9. Pertinent new ideas that may be presented by the consultant during the selection process.
10. Whether the consultant has an effective quality control program. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
11. Understanding of the importance of safety in design and constructability.
12. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.
13. Submit a list of communities/clients where you have provided similar design services.

After 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 Rouses Point Board of Trustees 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. Project Schedule**

Below outlines the projected RFQ selection process schedule.

<b>DATE</b>	<b>DESCRIPTION</b>
March 4, 2024	Request for Qualifications Advertised
March 25, 2024	Statement of Qualifications Received
March 26 <sup>th</sup> – March 29 <sup>th</sup>	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
April 1, 2024	Award to consultant at Village Board Meeting

**IV. Submission**

Please provide a copy of your qualifications and related materials consisting no more than five (5) pages via electronic. Proposals shall be transmitted in a PDF format a Statement of Qualifications no later than 4:00 pm, March 25, 2024, the submittal deadline date. Please mark your response “REQUEST FOR ENGINEERING QUALIFICATIONS – VILLAGE OF ROUSES POINT” and e-mail your response to:

**Village Clerk/Administrator**  
 Christopher W. Latremore  
[admin@rousespointny.com](mailto:admin@rousespointny.com) or [clerk@rousespointny.com](mailto:clerk@rousespointny.com)  
 Village of Rouses Point  
 139 Lake Street  
 Rouses Point, New York 12979

## **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 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 to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the Village's water and wastewater systems.

**Maximum Points: 30**

- 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: 20**

- 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: 25**

- Experience with NYSEFC, and USEPA Community Grants State and Tribal Assistance Grant (STAG) Program Mandatory Terms and Conditions. The Firm's familiarity and experience in successfully satisfying funding agency construction documents 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 the consultant will be valid for a period of five (5) years from the date of Village Board approval and the Village reserves the right to renew the selected consultants for an additional two (2) 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 encourages MWBE/DBE and Section three (3) firms to submit.

## **VII. Rights**

The Village 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/Administrator**  
Christopher W. Latremore  
[admin@rousespointny.com](mailto:admin@rousespointny.com) or [clerk@rousespointny.com](mailto:clerk@rousespointny.com)  
Village of Rouses Point  
139 Lake Street  
Rouses Point, New York 12979  
(518) 297-5502, Ext. 333