

VILLAGE OF PARISH
REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING SERVICES FOR DESIGN AND CONSTRUCTION OF A MUNICIPAL WATER SYSTEM PROJECT

The Village of Parish is issuing this Request for Qualifications for the qualifications-based procurement of an engineering firm to assist with engineering tasks associated with design and construction phase services for the installation of a municipal water system throughout the Village.

Qualifications must be received via email to the Village Mayor, villagemayor@parish-ny.us or delivered to the Village of Parish Village office, 2938 East Main Street, Parish, NY 13131 by February 2nd, 2024 at 4:00 pm Eastern Standard Time.

Any response not meeting the minimum requirements for consulting engineer's prior experience as outlined in this request will be rejected. The Village of Parish reserves the right to reject any and all Qualifications.

If you have any questions regarding this Request for Qualifications, please contact Village Mayor Jackie Murphy at villagemayor@parish-ny.us. All questions shall be submitted in writing.

QUALIFICATIONS FROM CONSULTING ENGINEERS

The Village of Parish is in the process of developing a municipal water system project to bring municipal water to properties throughout the Village. The Village is in the process of, or has applied for, state and federal funds, and may continue to do so as funds are appropriated and notice of funding opportunities are issued.

As such the Village of Parish seeks to contract with an Engineering Firm for professional services which include: grant assistance, funding assistance, and engineering planning, designing, and construction administration and construction observation services.

All firms interested in being considered must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The purpose of the qualification-based process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed and the firm determined most qualified will be asked to prepare a proposal which would include fees for said services for specified scope(s) of work.

PROJECT BACKGROUND

The Village of Parish has been working on providing municipal water to their property owners for a number of years. The Village was awarded a New York State Environmental Facilities Corporation (NYSEFC) Water Infrastructure Improvements Act (WIIA) grant in the amount of

\$5,000,000 in December 2023. The Village is now interested in moving forward with the design and construction phases of the project.

A Preliminary Engineering Report (PER) was completed for the project by Capital Consultants Architecture and Engineering (C2AE), dated June 2023, and is available at the Village offices for review.

SUBMISSION REQUIREMENTS

At a minimum, qualification submittals shall include the following firm information; highlighting the firm's capabilities in the following general service offerings:

- Firm (or Branch Offices) Name and Address
- Year Established
- Drinking Water – Treatment and Distribution Design
- Funding Assistance
 - Application/Writing
 - Administration Support
- Federal, State, and Local grant/funding studies, assessments and report preparation including:
 - Preliminary engineering reports
 - Environmental assessment and statement
 - Public engagement
- Construction administration and observation experience for drinking water infrastructure projects

All work to be undertaken as part of this proposed program must be in accordance with applicable State and Federal requirements.

Consulting Engineer's Minimum Qualifications:

1. The person responsible for project coordination must have a minimum of five (5) years' experience with federal/state funding programs as they relate to drinking water infrastructure projects.
2. The firm must have successfully provided services for a minimum of three (3) state and/or federally funded drinking water infrastructure projects in the past 5 years. The firm will not be accepted if there have been any unresolved audit exceptions relative to services.
3. The firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the firm has performed similar work as outlined in this RFQ. Include address and telephone number.

4. Format for Professional Qualifications for the consulting firm shall at a minimum include the following:
 - i. Key personnel to be assigned to project and brief resumes of their qualifications and experience.
 - ii. The firms experience in the development, design and construction of state and/or federally funded drinking water infrastructure projects.

Final Selection: Final selection of the Firm will be based upon the maximum total points scored as set forth in the following "Rating System". The Village of Parish reserves the right to negotiate contract(s) with the firm deemed the most qualified to perform the professional services required.

ENGINEERING SERVICES SELECTION RATING SYSTEM

1. Grant Writing and State/Federal Funding Administration Assistance: Maximum 20 Points.
2. Firm's Project Completion Background: Maximum 20 Points.
3. References from Similar Service Contracts: Maximum 20 Points.
4. Firm's Familiarity with Community's Needs: Maximum 20 Points.
5. Availability of Staff and Experience of the Project Team: Maximum 20 points.

MAXIMUM TOTAL POINTS 100 POINTS

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

SCHEDULE

Qualifications must be submitted via email or dropped off by 4:00 pm Eastern Standard Time February 2nd, 2024. The preferred consultant will be selected shortly after submittals are evaluated and interviews are completed. The consultant should be prepared to submit more detailed contract information and begin work immediately upon selection.