Request for Qualifications for Engineering Services to Prepare an Engineering Report

Summary

The Village of Brockport, located in Monroe County, NY, seeks proposals from qualified engineering firms to assist with engineering tasks associated with a range of water system, sewer system, and wastewater improvement projects. Using a qualifications-based process, the Village will select up to a total of three "short-listed" consulting engineering firms licensed in the State of New York to design, bid, administer and close-out projects as the need arises. Please note, the Village may select different short-listed consultants to complete different projects.

Services include preparing an engineering report in accordance with guidance from the NYS Department of Health (NYSDOH) and Environmental Facilities Corporation (EFC).

The Village intends to complete water projects that are anticipated to be funded 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, USDA, CDBG, and/or other funding agency 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. Using a qualifications-based process, the Village of Brockport will select up to three consulting engineering firms to design, bid, administer, and close-out various water system, sewer system, and wastewater projects to be undertaken by the Village as needed. Proposals will be received from all firms which wish to be considered for this engagement.

Consultant/Contractor Selection

This request for qualifications does not commit the Village of Brockport to enter into agreement, to pay any costs incurred in the preparation and submission of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The Village will require the selected consultant(s) to negotiate the fees for the project and to submit a scope and/or other revisions to the proposals, as needed. Brockport reserves the right to perform all or some of the services described in this document with its own workforce. Brockport also reserves the right to issue future Requests for Qualifications (RFQs), as needed, and solicit responses from firms not selected as part of this process.

Selection Criteria

RFQs are traditionally evaluated and ranked based upon objective qualifications-based criteria. However, due to the complexity and importance of this project, the Village will select a short list of consultants for interviews prior to making a final selection. The selection criteria are as follows.

- Overall content and quality of the submitted RFQ
- Relevant experience, expertise, and qualifications of the project team
- Overall technical capabilities
- Experience and success with completing similar projects
- Track record on past projects in delivering quality professional services in a timely manner
- Consultant's performance on similar projects for municipalities within the Finger Lakes region and/or NYS as a whole
- Information obtained through interviews with the short-listed consultants

The Village of Brockport has developed a qualified selection committee to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine that firms are qualified to perform the required services.

Submission Guidelines

To facilitate the Village's objective review of the RFQs, the consultants are requested to organize the main document using a standardized format. Each RFQ should contain the following:

1. A cover letter on company letterhead signed by a principal or other member of the firm authorized to commit the firm to contract for professional services.
2. A table of contents, with page numbers.
3. Information on the following topics.
    - Executive Summary: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the Village's objectives.
    - Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this request. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and the time period involved in referenced, completed, or current water system, sewer system, and/or wastewater projects. Highlight any projects performed for the Village of Brockport during the past 5 years.
    - Project Team and Project Management: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Village. Include brief resumes of the project manager and up to four project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how the project will be successfully managed.

- Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the Village.
- References: Project reference list describing at least three projects completed within the past five years that represent the strengths and unique qualifications of the firm or team. The list should contain project titles, locations, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project.
- Format: RFQs must be submitted electronically in a 12 point font size and limited to no more than fifteen (15) pages (8 ½ x 11), excluding the cover page, cover letter, table of contents, and any section dividers.

Submission Deadline

Firms are invited to submit letters of interest and qualifications electronically to the Village of Brockport by February 23, 2024 at 4:00 P.M. EST. Responses should be emailed to Village Manager Erica Linden (elinden@brockportny.org) and Department of Public Works Superintendent Dan Verace (dverace@brockportny.org). Please title your response "Request for Engineering Qualifications—Village of Brockport."

Engineering Firm Insurance Requirements

All firms must be able to 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 of Brockport 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.

Project Schedule

- 1/23/24: Request for Qualifications advertised.
- 2/23/24: Statement of Qualifications received.
- 3/1/24: Review qualifications and short list consultants. Begin interviews, if needed.
- 3/18/24: Award to consultant at Village board meeting.

After initial review of the submittals, a short list of three 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 demonstrated competence and qualifications 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 Brockport Board of Trustees for its consideration.

Proposal Evaluation

The Village will review and rank the proposals using the factors/rating scale listed below to select a short list of preferred consultants based on qualifications. Based upon the evaluation of the proposals, the Village of Brockport 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 Brockport to pay any costs incurred in participating in said interview.

The following criteria will be utilized to rank the submissions received:
Technical/Managerial Qualifications: 30%
Funding Experience: 30%
Past Project Experience/References: 15%
Project Team Experience: 15 %

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.

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 Brockport encourages MWBE firms to submit.

Rights

The Village of Brockport 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

Questions regarding this RFQ should be directed to Erica Linden, Village Manager (phone: 585-637-5300 ext. 112; email: elinden@brockportny.org).