



## **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES**

The Town of Mina is seeking assistance for engineering services for the Findley Lake Sanitary Sewer District Project. The project involved is the construction, ownership and operation of a wastewater collection and treatment system in the Town of Mina.

### **PART ONE: SCOPE OF SERVICES**

The Town of Mina is soliciting qualification statements for engineering services to assist the Town of Mina with design engineering, bidding, construction administration, and inspection/closeout activities of this project in compliance with State Revolving Fund (SRF) requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected firm. Reimbursement for services will be contingent on the Town of Mina receiving funding from the SRF and Water Infrastructure Improvement Act (WIIA).

The services to be provided will include, but not be limited to:

1. Designing systems and construction engineering.
2. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
3. Assistance with conducting the preconstruction conference.
4. Field staking, on-site supervision of construction work, and preparing inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting approved requests to the Mina Town Board.
6. Providing reproducible plan drawings to the Town upon project completion.
7. Preparation of operating and maintenance manuals.
8. Conducting final inspection and testing.

## **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title "Request for Qualification Statements for Engineering Services":

1. Name of Respondent
2. Respondent's Address
3. Respondent's Telephone Number
4. Respondent's Email Address
5. Respondent's Federal Tax Identification Number
6. Name, Title, Address, Telephone Number, Fax Number and Email Address of the Contact Person Authorized to Contractually Obligate the Respondent on Behalf of the Respondent.

### **Contents of the RFQ**

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

#### **1. Introduction (transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of New York;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;

- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

## **2. Background and Experience**

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with designing new wastewater collection and treatment system projects. Respondent should include all examples of work on similar projects as described in Part One. Preference is for the types of projects similar to those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent is encouraged to include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including the amount of coverage.

## **3. Specialized Knowledge**

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.

#### **4. Personnel/Professional Qualifications**

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9) CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to SRF on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on SRF projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in New York State and the number working elsewhere.

#### **PART THREE: SELECTION CRITERIA**

The Town of Mina shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.\*\*

## **SUGGESTED RATING POINTS**

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Experience of the firm with this particular type of construction project as described in Part One (40 points)
2. Experience of the firm with other types of SRF projects (15 points)
3. Current capacity to accomplish the work in the required time (15 points)
4. Reference from other clients attesting to the firm's:
  - a. Quality of work (15 points)
  - b. Compliance with performance schedules (15 points)

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Town of Mina will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Rebecca Brumagin, Town Supervisor at 716-769-7204. Responses to this RFQ should be:

- Hand-delivered to the Town of Mina Town Clerk's Office at the Mina-Findley Lake Community Center, 2883 North Road, Findley Lake, NY, during normal business hours (Monday, Tuesday and Thursday 8:30 am-noon and 1:00-4:30 pm; Friday 8:30-11:30 am), or
- Mailed to Rebecca Brumagin, Town Supervisor at Town of Mina, PO Box 38, Findley Lake, NY 14736, or
- Emailed to Rebecca Brumagin, Town Supervisor at Supervisor@townofmina.org

Responses to this RFQ must be received no later than Wednesday, May 8, 2024 at 4:00 pm. Please state "Findley Lake Sanitary Sewer District Project Engineering RFQ" on the cover.

\*The corresponding point system and breakdown of points must be specifically identified. \*\*Geographic preference may be used as a selection factor for engineering services if adequate competitions (two or more firms that are responsive and responsible) are located within the distances identified.