

Town of North Elba, New York
REQUEST FOR QUALIFICATIONS

Architectural/Engineering Professional Services

For

Engineering Planning Grant (EPG) #131575 & #131615– CWSRF 2024

Issued: April 9, 2024

Proposal Deadline: April 26, 2024

Submit Proposals to:

Adrienne Relyea

Deputy Clerk & Confidential Secretary to the Supervisor, Town of North Elba

2693 Main Street, Suite 101

Lake Placid, New York 12946

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Architectural/Engineering Professional Services
For
Engineering Planning Grant (EPG) #131575 & #131615

1. Invitation to Bid

The Town of North Elba seeks proposals from qualified engineering firms to complete the Engineering Planning Grant (EPG) #131575 and #131615. The EPG is intended to provide a comprehensive evaluation of the Town's wastewater collection system in the areas indicated in the attached maps. Interested firms are required to respond by April 26, 2024 at 2:00 pm with the information requested herein. Any questions related to the RFQ shall be directed to Deputy Clerk & Confidential Secretary to the Supervisor, Adrienne Relyea at the Town Offices, (518) 523-9516, or by email at arelyea@northelba.org. Questions on this RFQ will be accepted by the Deputy Clerk & Confidential Secretary to the Supervisor until 4:00 pm on April 17, 2024.

2. Background

The Town of North Elba is a municipality located in Essex County. The iconic Town is one of the primary economic drivers in the North Country, with the Town and environs hosting thousands of national and international visitors throughout the year. This EPG will investigate the Town's wastewater collection system, including selected sections for Inflow and Infiltration (I&I) investigation (i.e. flow monitoring), and inspection of the condition of the Town's manholes. Maps of the Town's wastewater collection system and the study areas are attached. The objective of the investigation is to gain a better understanding of the age and condition of the overall collection system. The Engineering Report, funded by this EPG, shall include recommendations for improvement in the form of a Capital Improvement Plan.

Findings of the EPG Study will be summarized in an Engineering Report, which must follow the current version of the NYSEFC's Engineering Report Outline. The Engineering Report will be used for an Intended Use Plan (IUP) listing and CWSRF application for eventual project funding.

Qualified Minority and Women Owned Business (MWBE) and Service-Disabled Veteran Owned Businesses (SDVOB) are encouraged to apply. The EPG requires a 30% MWBE participation and a 6% SDVOB participation.

3. Scope of Services Requested – Report Requirements

Part 1. Identification of Sources of Infiltration and Inflow and Existing Conditions.

The Consultant would be expected to utilize a variety of methods to evaluate the existing conditions within the Town’s wastewater collection system. This includes, but is not limited to reviewing historic and real-time flow data, visual inspections, CCTV inspections and documentation of the system manholes. Flow monitoring at various locations within the Town’s collection system, dye testing of selected areas, and other investigative means are encouraged. Operating records of the pump stations, the structural condition of the stations, telemetry monitoring of the pump stations and other site-specific factors are to be evaluated.

Part 2. Plans for Remediation – Capital Improvement Plan

The Consultant shall prepare a comprehensive plan for the reduction of I&I within the Town’s collection system, including sewer mains and manholes. The Capital Improvement Plan shall include cost estimates for all of the rehabilitation/upgrade initiatives, a prioritization listing of those initiatives, and schedule for implementation.

Part 3. Recommendations for Grant Funding

The Consultant shall provide a detailed discussion of potential funding sources to complete the Capital Improvement Plan. To facilitate future funding initiatives, the Consultant shall complete the Engineering Report in compliance with the current version of the NYSEFC’s Engineering Report Outline.

4. Requested Submittals

The Consultants shall include the following components in their proposals:

- A **Cover Page**, which lists the name of this study, the name of the proposing firm, and the principal contact including physical address, email address and telephone number.
- An **Introduction Page**, which includes detailed information about the firm’s experience and resources for completing this project.
- A **Project Staffing Plan**, identifying project team members, their resumes and experience in similar past projects. Any subconsultants shall also be identified and shall include the same information. Staff billing rates are to be included.
- A **Project Approach**, describing how the Consultant will complete the requisite project tasks. Any field monitoring tasks will be identified in this section, along with the Consultant’s ability to self-perform such tasks or which tasks will be subcontracted. All subcontracted task costs are to be included in the Consultant’s scope of work and cost estimate. The Project Approach shall include a **Proposed Schedule** to complete the project.

- Description of the **Consultant’s Experience** with other projects, similar in scope and size. The Consultant should provide evidence of successfully completing other EPG projects and the funding that resulted from those projects, in addition to the Consultant’s experience with infrastructure improvement projects for North Country communities.
- Description of the Consultant’s **Grant Funding Experience**, inclusive of grant application work and grant administration assistance through completion of the project, including funding agency closeout documentation. The Consultant’s experience with North Country communities should be highlighted.

5. Submission Instructions

The Consultant shall submit one (1) electronic copy in pdf format (on thumb drive or via email) of their proposal and any related documents to the Deputy Clerk & Confidential Secretary to the Supervisor, Adrienne Relyea at Town Hall, 2693 Main Street, Suite 101, Lake Placid, NY 12946; email: arelyea@northelba.org. The submission must be received no later than 2:00 pm on Friday, April 26, 2024. Paper submissions will also be accepted at the above address by the above date and time; all paper submissions must include a thumb drive with the Consultant’s proposal in pdf format.

The proposals will be reviewed by the Town’s selection committee and the top three (3) proposers will be asked to attend an interview to review the Consultant’s submission to allow the Town to select the most highly qualified firm to provide the required services. The selection process will comply with the NYSEFC Engineering Services Procurement Guidelines.

6. Selection Process

The Town’s selection committee will review the proposals on the following criteria, with points awarded based upon the qualifications demonstrated in the submissions. The Town’s selection committee will then select a minimum of three (3) firms with which to conduct interviews. The final selection of the Consultant shall be based upon that Consultant’s written submission in addition to the interview. The following criteria, with points awarded as detailed below, will be the basis of the selection:

- Successful performance in providing professional engineering services for projects of similar scope and size. **Maximum points = 15.**
- Knowledge and familiarity with the Town’s infrastructure, in particular the sanitary wastewater collection system and wastewater treatment facilities. **Maximum points = 20**

- The technical capability and experience of the Project Team, as it relates to sanitary wastewater collection systems in small communities. **Maximum points = 25**
- The availability of the Consultant’s staff, and the proposed schedule of project implementation. **Maximum points = 20**
- The Consultant’s experience with NYSEFC-funded projects and their experience with coordination of project development and deliverables with other State regulatory agencies. Also considered is the Consultant’s proposed compliance with MWBE and SDVOB participation standards. **Maximum points = 20**

For this qualifications-based submission, the Consultant does not need to provide a cost estimate for the professional services. As part of the NYSEFC Procurement Guidelines, pursuant to the Town’s review of the Consultants’ qualifications and Project Approach, three (3) firms will be selected for interviews. Following the interviews, the most qualified firm will begin contract negotiation with the Town pursuant to the following section of the Guidelines, specifically:

“Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract could not be negotiated with the most highly qualified firm, negotiation continues in order of qualification.”