

VILLAGE OF LYNDONVILLE, ORLEANS COUNTY, NEW YORK
REQUEST FOR QUALIFICATIONS – QUALIFIED ENGINEERING FIRMS
POSSIBLE FUTURE WATER AND PARK IMPROVEMENT RELATED
PROJECTS

September 3, 2024

I. PROJECT OVERVIEW

The Village of Lyndonville is seeking qualifications-based procurement proposals from qualified engineers and/or landscape architects to provide professional services for the planning, preliminary design, assisting in preparing applicable grant applications, bidding and contract administration for a range of potential future Village water and park improvement projects. The selected firm(s) will be awarded a contract to provide services described in this proposal for a term of three years (3) with an option to renew for an additional three (3) years at the discretion of the Village. A selection panel will review and evaluate the proposals and submit a recommendation for a single or multiple engineering firm(s) for the Village’s various projects. This recommendation will be made to the Village Board of the Village of Lyndonville.

The Village has identified the following water and park projects they would like to study and identify potential funding opportunities to plan, design and implement:

Village of Lyndonville Water Line Inventory & Replacement

- West Ave from N. Main St to hydrant WE-5: 1,800lf of 6” cast iron
- Railroad Ave from N. Main St to hydrant RR-1: 300lf of 6” cast iron and 450” of ductile iron
- Housel Ave from N. Main St to hydrant HO-3: 2,250lf of 6” ACP
- Church St from N. Main St to Garland St: 600lf of 6” cast iron
- Garland St from Church St to Riverside St: 450lf of 6” cast iron
- Riverside St from N. Main St to Garland St: 450lf 6” cast iron
- Maple Ave from N. Main St to Willow Brook Dr: 1,800lf of 6” cast iron
- Maple Ave from Willow Brook Dr to Village Line: 700lf of 4” cast iron
- Lynwood Dr from Maple Ave to Valve LY-2: 525lf 6” PVC
- Eagle St from N. Main St to Willow Brook Dr: 1,900lf 6” cast iron

- Lake Ave from N. main St to Willow Brook Dr: 1,950lf combination of 4” and 6” cast iron
- Willow Brook Dr from Lake Ave to Maple Ave: 1,750lf 6” ACP
- Miller Dr from Willow Brook Dr to hydrant MI-2: 900lf of 6” ACP
- Lead Water Line Replacement (including individual service lines where necessary)

Fire Hydrant Replacement Program

- Church St: CH-2
- Garland St: GA-1, GA-2
- Housel Ave: HO-1, HO-2, HO-3
- Maple Ave: MA-2, MA-3, MA-4, MA-5, MA-6
- Most other hydrants that have been replaced only have a 4” inlet piping which restrict flow for fire suppression.

Village of Lyndonville Water Treatment Plant Upgrades

- New Stand-By generator: currently using 1980 diesel powered generator, not reliable, no auto transfer switch
- Filter Building Roof Replacement: currently leaking, needs replacement
- Replace 10” onshore raw water intake: restriction of flow of raw water, cannot draw more than approximately 250 gpm without significant draw down, hard to properly PIG current line
- Add more slow sand filters: have to use drought action plan regularly during durations of hot dry weather
- High Lift Pumps: current pumps are showing wear, high vibration, obsolete
- Low Lift Pumps: no variable speed drives on pumps, current trash pump is obsolete, other pump draws wet well down too fast pumping at 300 gpm
- Chlorine room: current room is not up to code; floor is weak which obstructs chlorine scale accuracy
- Windows and Doors: the plant has some single pane glass windows, the current steel doors and door frames are corroding away
- Water Tower: current tower needs to be overhauled with the appropriate safety devices installed like handrails ladders etc

- Village Water Meter: installation of a water meter on the water line to the village from the tower to better record usage and leak detection
- sodium hypochlorite injection at entry point of raw water intake: longer chlorine contact time and better zebra mussel control
- camera/security system: better security of the treatment plant to further protect from potential threats
- stairs in low lift to replace the current ladder: safe egress to work on pumps

Park Upgrades

- Erosion of south bank by the dam: located on main street downtown the high traffic area for sport fishing and tourism has succumbed to years of erosion. Reconstruction of the south bank is needed.

Future water and park projects 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 future projects must be performed in accordance with NYSEFC, USDA RD, NYS Parks & Recreation, FEMA, NYS DEC, and Community Development Block Grant requirements and regulations.

II. RFQ SCOPE & SERVICES:

In keeping with these requirements, the qualifications-based federal procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Village will select a consulting engineering firm(s) to design, bid, administer and close-out various water and park projects to be undertaken by the Village. Proposals will be received from all firms which wish to be considered for this engagement. Qualified Minority and Women Owned Business as well as Section 3 Businesses are encouraged to submit a proposal.

Interested firms may submit separate proposals for the outlined water improvements and park improvements individually or for both.

Questions regarding this solicitation may be directed to the Village of Lyndonville, 2 South Main Street, 2 S. Main Street, PO Box 270, Lyndonville, NY 14098 or via email:

villageoflyndonville@villageoflyndonville.com

III. CONSULTANT SELECTION CRITERIA

For each project, 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. Be a New York State licensed engineering firm that possesses the ability to serve as Engineer-of-Record for the Village's projects.
2. The consultant's project understanding and project approach.
3. The ability of the selected firm to provide the technical skills necessary to perform water and park capital improvements or maintenance projects, or evaluate such projects on a very short notice, and on an as-needed basis as determined by the Town.
4. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
5. Experience of the consultant's professional staff with park and water collection and treatment system studies and the design of identified improvements.
6. Record of success by the consultant, demonstrated by work previously performed for the Village or similar work performed for others.
7. Individual within the consultant's organization who will have direct charge of the work.
8. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
9. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
10. Pertinent new ideas that may be presented by the consultant during the selection process.
11. Whether the consultant has an effective quality control program.
12. The consultant's demonstrated record of keeping construction costs within project budgets and design estimates.
13. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
14. Understanding of the importance of safety in design and constructability.
15. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.
16. Submit a list of communities/clients where you have provided similar water and/or park design services over the last three years.

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 Lyndonville Village Board for its consideration.

IV. 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.

V. PROPOSAL EVALUATION

The selection of the Consultant will be based upon the following criteria: successful performance in providing Engineering Services for similar projects; knowledge and familiarity with the Village's water collection system, technical capability (including experience) of the Project Manager and Project Team; the availability of the Consultants Staff and resources to assist the Village of Lyndonville; and experience with NYSEFC Funded Projects and relevant Combined Funding Applications (CFA). The relative weight of each criterion to be used by the Village in evaluating the proposals will be as follows:

- Knowledge and familiarity with the Village of Lyndonville's collection system
Maximum Points: 20
- 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: 25
- 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: 30
- Experience with NYSEFC, NYS Parks and Recreation, NYS DEC and other funding programs. The Firm's familiarity and experience in successfully satisfying NYSEFC, NYS Parks and Recreation, NYS DEC and other applicable agency engineering report and MWBE requirements will be reviewed and ranked.
Maximum Points: 25

Following the review of the Statement of Qualifications, no guarantee of future 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 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.

VI. PROJECT SCHEDULE

The schedule below outlines the projected RFQ award timeline:

DATE	DESCRIPTION
September 13, 2024	Request for Qualifications Advertised
November 22, 2024	Statement of Qualifications Received
November 25, 2024	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
December 2, 2024	Award to consultant at Village Board Meeting

VII. MBE/WBE

The Village of Lyndonville is an equal opportunity employer and supports the use of Minority Business Enterprise, Women’s Business Enterprise firms as part of your proposal.

Minority and Women’s business enterprises and Section 3 firms are strongly encouraged to apply.

VIII. SUBMISSION

Please provide a copy of your qualifications and related materials via electronic or hard copy. Proposals may be transmitted electronically in a PDF format consisting of a Statement of Qualifications or four (4) bound copies of your qualifications statement via mail in a sealed envelope no later than 3:00 pm, November 22, 2024, the submittal deadline date. Please mark your response “**REQUEST FOR ENGINEERING QUALIFICATIONS – VILLAGE OF LYNDONVILLE**” and send or mail your response to:

Teri M. Woodworth - Village Clerk/Treasurer
Village of Lyndonville
2 South Main Street
Lyndonville NY 14098
Tel: (585) 765-9385
Email: villageoflyndonville@villageoflyndonville.com

IX. RIGHTS

The Village of Lyndonville 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 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.