

REQUEST FOR QUALIFICATIONS
(RFQ)
PROFESSIONAL MUNICIPAL ENGINEERING AND CONSULTANT
SERVICES FOR VILLAGE OF SOLVAY, NEW YORK

The Village of Solvay is requesting Statements of Qualifications from interested and qualified Engineering firms for Professional Engineering, GIS, and Planning Consultant Services.

SCOPE OF WORK

Work will include typical municipal engineering tasks including but not limited to:

- Attend Village Board, Planning Board and Committee Meetings as requested.
- Prepare plans and specifications and observe construction for public works projects
- Maintain zoning map
- Work with WEP on sanitary sewer system maintenance and repair.
- Provide information to residents and Village Highway Department on utility locations, right-of-way widths, and maintenance responsibilities.
- Assist in administering the MS4 program including preparing annual reports and updating the storm water management program plan.
- Maintain and upgrade GIS mapping of storm drainage system.
- Maintain drawings of Village buildings and other facilities.
- Work with the Highway Superintendent
- Assist in preparation of funding requests.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format:

1. Experience of the Firm: Provide a description of your firm's prior experience and qualifications in municipal engineering, GIS, planning and environmental analysis. Also, please reference the experience of the firm in working with County and State regulations and procedures.
2. Project Team (Key Staff): Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
3. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.

4. Understanding of Scope of Services: Provide your general approach to providing general municipal engineering services and services for specific capital projects.
5. Other Supporting Data: Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire Statement of Qualifications shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The Village will consider the following criteria in selection of a firm, including such additional matters as the Village may determine are in its best interest:

1. Qualifications of the Firm: Preference shall be given to those firms with experience in municipal engineering, planning and environmental analysis related to the scope of services.
2. Qualifications of the Project Team (Key Staff): Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the Village.
3. Experience in Working with County, State and Federal Regulations and Procedures: Preference shall be given to project teams whose personnel have a demonstrated working relationship with County, State, and Federal agencies, and possess a thorough understanding of municipal law.

SELECTION OF THE CONSULTANT

It is the intent of the Village of Solvay to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms.

The Village may choose to interview a shortlist of consultants before making the selection

The Village reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Village.

The Village assumes no responsibility for costs incurred in responding to this RFQ.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the Village. A detailed fee schedule will be developed and agreed to by the selected consultant and the Village.

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The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

7 copies of the Qualifications Statement must be submitted no later than December 13, 2019.

Attn: Harry
DeCarlo
Village Clerk
Village of Solvay
1100 Woods Road
Solvay, NY 13209

All questions regarding this RFQ should be directed to:

Derek Baichi
Village Mayor
315-558-2511