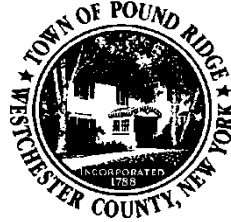


**Town of Pound Ridge
Water/Wastewater Task Force**



Request for Qualifications (RFQ) for Professional Services
Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and
Disposal System

Proposal Issuing Date: April 19, 2024

Proposal Due: May 20, 2024

Town of Pound Ridge, New York

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SECTION 1 PROJECT DESCRIPTION

The Town of Pound Ridge, located in Westchester County in the State of New York, is requesting qualifications from professional engineers or firms licensed to practice professional engineering in the State of New York to assist with funding, engineering, and construction phase services for “The Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and Disposal System.” Recently, prepared reports for the proposed project can be reviewed [here](#). The Town of Pound Ridge is currently working with a professional engineering consultant to develop preliminary engineering reports as required for water and sewer district formation and funding applications. The reports currently being prepared will be in general conformance with EFC and DOH engineering report requirements.

This RFQ is intended to allow the Town of Pound Ridge to engage a qualified consultant in accordance with an open solicitation process in accordance with State requirements to enable professional services needed to be eligible for repayment using grant and loan program funds. The selected consultant will be required to work collaboratively with the existing project team and must be capable of assisting the Town with securing funding, engineering, and construction phase services required for project implementation. The consultant selected by this RFQ will initially be required to assist with the preparation of State Revolving Fund financing applications and WIIA grant funding applications for submission on or before the June 2024 WIIA deadline. Once funding is secured, the selected consultant will be required to provide the professional engineering services needed to deliver a completed project.

1.2 SCOPE OF WORK

Phase I – Preliminary Engineering and Reporting

Deliver the services necessary to evaluate existing reports and reports currently being developed. Prepare supplemental documentation that may be needed to best position the Town of Pound Ridge to maximize the probability of grant funding and preferred financing terms. Since the Town of Pound Ridge intends to seek State and Federal funding to assist in the implementation of the project, work under this phase must be prepared in conformance with the requirements of all potential funding streams, including but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health (DOH) State Revolving Fund (SRF) Programs.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Phase II – Grant Writing

The Town of Pound Ridge intends to apply for project funding from several potential sources. The successful firm must demonstrate familiarity with typical infrastructure funding programs, including but not limited to USDA Rural Development Water and Environmental Programs (WEP), the NYS Clean Water State Revolving Loan Fund (CWSRF), NYS Drinking Water State Revolving Loan Fund (DWSRF), the NYS Water Infrastructure Improvement Act (WIIA), the Community Development Block Grant program (CDBG), the Bipartisan Infrastructure Law (BIL), and the NYSDEC Water Quality Improvement Program (WQIP).

Phase III – Additional Services

Upon securing and/or procurement of funding, additional required services will include:

- Surveying.
- Engineering design.
- Environmental studies.
- Permitting.
- Construction administration.
- Construction observation.
- Grant administration.

II. TIMEFRAME FOR PERFORMING SERVICES

The initial project phases are expected to be completed on or before the June 2024 WIIA application deadline. The timeframe for future phases will be established after funding approvals are secured and as program requirements are defined.

III. RFQ REQUIRED INFORMATION & FORMAT

Qualification Statements should include the following information:

- Firm Summary/Profile.
- Proof of license to practice professional engineering in the State of New York.
- Statement of the capability to meet schedule requirements, including the ability to work closely and efficiently with the existing project team and local project stakeholders.
- Demonstration of experience and qualifications in performing the services required in compliance with applicable standards, including:
 - Profiles of at least three (3) current or recent projects of similar size and complexity.
 - Statement that demonstrates familiarity with and the ability to comply with all funding requirements typical of drinking water and wastewater projects.
 - Resumes and qualifications for the staff to be assigned to work on the project.
 - Experience and success at securing state and federal infrastructure grants.
 - At least three (3) client references.
- Statement regarding the consultant's preferred method of compensation as described below.

In addition, Respondents will be required to meet all Terms and Conditions required by agencies that may provide funding for this project, including, but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health State Revolving Fund (SRF) Program.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Note: Grant-specific terms and conditions may be added to the selected respondent's contract for any services that will utilize grant funding as deemed relevant.

The selected respondent will be required to comply with all Minority and Women Business Enterprises (M/WBE), Equal Employment Opportunity (EEO), Service-Disabled Veteran-Owned Business (SDVOB), and Section 3 requirements associated with funding streams that may be utilized for this project as appropriate.

Respondents that are Certified M/WBEs or SDVOBs should provide certification with their submittal. Firms that are not M/WBE or SDVOB certified should demonstrate a track record of and ability to partner with certified firms to meet the requirements of funding streams that may be utilized for this project.

IV. METHOD OF COMPENSATION

The respondent shall describe its preferred compensation method for the scope of services. The Town of Pound Ridge prefers to negotiate a scope of service and fee for each project phase after sufficient information becomes available. The Town of Pound Ridge intends to provide the highest ranked respondent with additional project information as required to review and submit a detailed scope of services and cost proposal for Phase I and Phase II services. If an agreement cannot be reached with the highest-ranked respondent, the Town of Pound Ridge reserves the right to seek a proposal from the next highest-ranked respondent until an agreement can be reached. After funding is secured, the Town of Pound Ridge intends to negotiate and contract with the selected respondent to deliver the professional services needed for subsequent project phases through final construction.

V. EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town of Pound Ridge according to the following criteria:

Evaluation Criteria	Points
Successful provision of engineering services on previous similar projects in the last five years that demonstrate relevant experience and ability to comply with regulations governing potential funding from sources listed herein.	40
History of securing grants and/or loans for project implementation	30
Key personnel and proposed staffing plan	20
Respondent's understanding of the project	10
Total	100

The Town of Pound Ridge will review each proposal in detail utilizing the criteria described above. The Town of Pound Ridge reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, negotiate potential contract terms with any respondent to this RFQ, have discussions with any respondent to this RFQ to correct and/or clarify responses which do not conform to the instructions contained herein and to disregard non-conforming, non-responsive, or conditional proposals.

INTERVIEWS

Respondents will be notified if an interview is desired.

VI. RFQ SUBMISSION REQUIREMENTS

Respondents should submit < seven (7) > bound paper copies and < seven (7) > electronic copies on USB of their qualification statements **no later than 4pm on May 20, 2024**. Submissions should be clearly labeled Town of Pound Ridge and delivered to:

Erin Trostle, Town Clerk
Town of Pound Ridge
179 Westchester Avenue

Pound Ridge, NY 10576

QUESTIONS AND CLARIFICATIONS

The Town of Pound Ridge reserves the right not to answer any questions regarding this solicitation that might create an unfair advantage to companies that request additional information or clarification. Because this RFQ is posted publicly without document tracking, there will be no record of firms that receive a copy, and there is no way to ensure that answers to questions are provided to all interested parties.

Responses to this RFQ are prepared and submitted at the sole cost and expense of the proposer.

***** Certified Minority and Women-Business Enterprises (M/WBE) and Section 3 businesses are encouraged to submit proposals.*****