

Request for Qualifications (RFQ)
Engineering Services for Sewer Collection System Inflow &
Infiltration Study and Improvements Project
City of Oneida

I. PROJECT DESCRIPTION

The City of Oneida is issuing this Request for Qualifications for the qualifications- based procurement of an engineering firm to assist with engineering tasks associated with the Sewer Collection System Inflow & Infiltration Study and Improvements Project.

Utilizing a qualifications-based process, the City will select a consulting engineering firm licensed in the State of New York to study, design, bid, administer and close-out the project as the need arises.

The City has been awarded a NYSEFC Environmental Planning Grant (EPG) in the amount of \$50,000 with a local contribution of \$10,000 to develop an engineering report to identify sources of inflow and infiltration, evaluate alternatives, and recommend improvements to the City's wastewater collection system. Findings of the EPG Study will be put into a NYSEFC Engineering Report for an Intended Use Plan listing and CWSRF application for eventual loan and grant assistance.

The projects referenced in this RFQ 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 the project must be performed in accordance with NYSEFC requirements and regulations.

In keeping with these requirements, the qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the City will select a consulting engineering firm to study, design, bid, administer, and close-out the project to be undertaken by the City. Submittals will be received from all firms which wish to be considered for this engagement.

II. CONSULTANT SELECTION CRITERIA

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. Serve as Engineer-of-Record for the City for the project.
2. The ability of the selected firm to provide the technical skills necessary for capital improvement or maintenance projects, or evaluate such projects on very short notice, and on an as-needed basis as determined by the City.

3. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
4. Experience of the consultant's professional staff with sanitary sewer investigations and collection system improvements.
5. The consultant's ability to make practical sewer collection evaluations and develop best practice treatment recommendations.
6. Record of success by the consultant, demonstrated by work previously performed for the City 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. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
13. Understanding of the importance of safety in design and constructability.
14. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.
15. Submit a list of communities/clients where you have provided similar design services.

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 City 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 City of Oneida Common Council for its consideration.

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 City 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 City must be listed as additional insured and endorsement required.
4. Professional Liability not less than \$2,000,000 per loss.

III. PROJECT SCHEDULE

Below outlines the projected RFQ selection process schedule.

DATE	DESCRIPTION
April 19, 2024	Issuance of Request for Qualifications
May 10, 2024	Statement of Qualifications Received
May 31, 2024	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
June 18, 2024	Award to consultant at City Council Meeting

IV. SUBMISSION

Please provide a copy of your qualifications and related materials via electronic submission no later than 3:00 p.m., May 10, 2024, the submittal deadline date. This information shall be on a maximum of fifteen (15) 8 1/2" x 11" pages, single sided (5 pages narrative, 5 pages project team and 5 pages similar projects). Please mark your response "**REQUEST FOR ENGINEERING QUALIFICATIONS – CITY OF ONEIDA**" and e-mail one PDF copy of your submission to:

Jeffrey Rowe
City of Oneida, City Engineer
109 North Main Street
Oneida, New York 13421
Phone: (315) 363-7222
Email: jrowe@oneidacityny.gov

If Qualifications are not received from your firm by the submission date, we will assume you do not wish to be considered for this Project. Alternatively, if you do not wish to be considered for this project, a letter stating so will be appreciated. This decision will in no way affect your firm's consideration for City of Oneida projects.

If you require further information about this project, please contact Jeffrey Rowe, City Engineer at jrowe@oneidacityny.gov. All questions or requests for additional information must be in writing and include your name, company affiliation, address, phone number, and email address and received no later than May 3, 2024, at 3:00pm.

V. PROPOSAL EVALUATION

The City will review and rank the Statement of Qualifications using the factors /rating scale listed below to select the preferred consultant based on qualifications. Based upon the evaluation of the proposals, the City reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the City to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the City's wastewater 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 City 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 Funded Projects: The Firm's familiarity and experience in successfully satisfying funding agency construction documents and MWBE requirements will be reviewed and ranked.
Maximum Points: 25

Following the review of Statement of Qualifications, no guarantee of work assignments or projects can be made, however, the assignment of projects will be based on the City's needs.

VI. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The City encourages MWBE and Section 3 firms to submit.

VII. RIGHTS

The City 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 City 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 City may select; to award a contract to entities who have not responded to this RFQ; 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 City's sole discretion. The City 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.