

REQUEST FOR QUALIFICATIONS

Engineering Services for

Village of Dolgeville, New York

DUE DATE FOR SUBMISSION OF QUALIFICATION PACKAGE: Monday, February 12, 2024

SUBMIT QUALIFICATION PACKAGES ELECTRONICALLY TO:

Mayor Mary E. Puznowski, mayorpuznowski@gmail.com with a copy to Tammy Chmielewski, Village Clerk, at clerk@villageofdolgeville.org

PROJECT INFORMATION:

The Village of Dolgeville invites submissions from qualified engineering firms to provide professional engineering services for the planning, design, and construction of stormwater infrastructure improvements.

Background:

The Fink Creek Watershed Drainage System, a crucial flood control facility in Dolgeville, New York, encountered significant damage during Disaster #4472DR between October 31 and November 1, 2019. This event, marked by heavy rains and resulting overland flooding, devastated large portions of the drainage system, altering its capacity to manage stormwater effectively.

Facility Overview:

- **Description:** A complex seven-segment system, totaling 1,350 feet in length, designed to channel stormwater runoff. This system plays a vital role in managing water flow for both Dolgeville and its surrounding areas. The segments are diverse in size, shape, and materials, reflecting a design to handle various aspects of the Fink Creek Watershed's needs.
- **Year Built:** Approximately 1880
- **Location:** Running through downtown Dolgeville, the system starts near the Dolgeville Fire Department and discharges into East Canada Creek southeast of downtown.

Damage Assessment:

The catastrophic Halloween Storm of 2019 led to severe damage in five of the seven segments of the system, equating to about 62% of the entire infrastructure. The damage included erosion, debris accumulation, culvert wall collapse, and mortar loss, compromising the structural integrity and functionality of the system.

SCOPE OF WORK:

To bring the Fink Creek Watershed Drainage System back to its pre-disaster condition, the scope of work for the engineering firm will encompass an extensive range of tasks, spanning from initial planning to post-construction activities. Here's the detailed scope integrating your additional items:

1. Planning:

- Facilitate the execution of professional contracts necessary for project planning, including engineering, archaeological assessments, surveys, and soil borings.
- Create and submit detailed engineering reports to both regulatory authorities and agencies co-funding the project.
- Conduct comprehensive environmental impact assessments in accordance with SEQR, SERP, SHPO, and NEPA standards.
- Collaborate in securing funding eligibility and commitments from relevant Federal and State agencies.
- Provide assistance to local and bond counsel in establishing legal authority for project implementation.
- Support bond counsel in the issuance of bond resolutions.
- Aid local counsel in obtaining necessary titles or easements for the project.

2. Design:

- Offer technical support for applications related to short-term financing.
- Develop, finalize, and submit approved construction plans and specifications.
- Acquire all regulatory permits not covered by the construction contractor's responsibilities.
- Assist local counsel in securing titles for land needed for construction.
- Help secure funding from all co-funding sources and establish a comprehensive finance budget system.

3. Construction:

- Manage the solicitation of bids for construction contracts.
- Provide assistance in the selection and awarding of construction contracts.
- Oversee construction administration and conduct project observation to ensure compliance with design specifications.
- Ensure that all necessary construction certifications are obtained and adhered to.

4. Rehabilitation and Restoration:

- Conduct site assessments to evaluate the extent of damage and plan appropriate rehabilitation strategies.
- Design and implement solutions for the repair and restoration of damaged drainage system segments.
- Oversee the regrading of eroded channels, cleaning, and unclogging of culverts, and restoration of structural integrity where needed.

5. Quality Assurance, Testing, and Reporting:

- Implement regular inspections.
- Maintain comprehensive records of construction activities, material usage, and adherence to regulatory standards.

- Prepare and submit final project reports detailing the restoration process and any challenges encountered.

6. Start-up and Handover:

- Provide detailed construction “as-built” drawings upon project completion.

Criteria for Selection:

For the Fink Creek Watershed Drainage System rehabilitation project, the selection of the engineering firm will be based on the following criteria:

- 1. Expertise in Stormwater and Flood Control Systems:**
 - The firm must have a well-established track record in the successful planning, design, and execution of projects related to stormwater management and flood control systems.
- 2. Knowledge of Co-funding Programs:**
 - The firm should demonstrate a thorough understanding and prior experience in navigating and managing Federal and State co-funding programs relevant to infrastructure and environmental projects.
- 3. Local Project Experience:**
 - Preference will be given to firms with previous experience in undertaking projects within the Village of Dolgeville, showcasing their familiarity with the local environment and regulatory landscape.
- 4. Qualifications of Team Members:**
 - The qualifications, expertise, and credentials of the key staff members proposed for this project will be evaluated. This includes their professional experience, technical skills, and relevant project involvement.
- 5. Timeliness and Professional Commitment:**
 - The firm must exhibit a strong commitment to delivering professional services efficiently and within the stipulated timelines, ensuring minimal disruption and adherence to project schedules.

These criteria are designed to ensure that the selected engineering firm possesses the necessary expertise, experience, and commitment to successfully restore the Fink Creek Watershed Drainage System to its optimal functioning state, in alignment with the project's goals and community needs.

Submission Guidelines:

Interested engineering firms are invited to submit their Qualification Packages, showcasing their expertise and suitability for the Fink Creek Watershed Drainage System rehabilitation project. The submission should include:

- A comprehensive overview of the firm’s qualifications and experience, specifically relating to stormwater management and flood control projects.

- Evidence of familiarity with Federal and State co-funding programs and prior engagements with the Village of Dolgeville or similar municipalities.
- Detailed profiles of key team members who will be involved in the project, highlighting their qualifications and relevant experience.
- An outline of the firm's approach to ensuring timely and professional service delivery.

The Qualification Packages should be concise, not exceeding ten pages, and must be sent electronically to Mayor Mary E. Puznowski at mayorpuznowski@gmail.com. The deadline for submission is strictly adhered to, and any packages received after this date may not be considered for review.

Process for Contract Award:

Upon receiving the Qualification Packages, the Village of Dolgeville will undertake a thorough review process, which will be completed within two weeks from the receipt date. The evaluation will be based on the specified selection criteria, focusing on each firm's expertise, experience, and approach to project management.

The Village will shortlist a minimum of three firms deemed most suitable for the project. These firms will be invited for in-depth discussions to explore project concepts, methodologies, and potential alternatives. This stage is crucial for assessing each firm's understanding of the project's complexities and their proposed solutions.

Following these discussions, the Village will commence contract negotiations with the firm that best aligns with the project's needs and objectives. Should negotiations with the first-selected firm not reach a satisfactory conclusion, the Village will proceed to negotiate with the next most advantageous firm. The anticipated date for awarding the engineering contract is March 18, 2024. The selected firm is expected to commence work on the project within one month of the contract award, ensuring a prompt start to the vital rehabilitation work of the Fink Creek Watershed Drainage System.

PROJECT CONTACT:

For inquiries regarding the project or this solicitation, please contact Mayor Mary E. Puznowski at mayorpuznowski@gmail.com

By Order of the Board of Trustees
Tammy L. Chmielewski
Village Clerk

Dated: January 24, 2024
Times: January 29, 2024