

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Village of Fredonia requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved Waste Water Plant engineering services.

The type of project involved is:

Part One: Scope of Services:

The Village of Fredonia is soliciting qualification statements for engineering services to assist the Village with preliminary engineering, design engineering, and inspections of this project in compliance with New York State Environmental Facilities Corporation Program Requirements. This agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror. The maximum amount of engineering fees to be expended with this project are up to \$60,000 (sixty-thousand dollars).

The Village of Fredonia is operating its Wastewater treatment plant; located at 4700 W Lake Road, Dunkirk, NY, 14048, with deteriorating equipment, requiring critical upgrades and replacements. The study's primary purpose would be to address the following pieces of equipment as well as the lines and/or piping connecting the equipment. The proposed engineering study would investigate the replacement of the three influent pumps as well as ensuring the optimal functionality and reliability for plant operations. The study would also engineer the ferric storage and feed system; engineering a new system to replace the current aging, unreliable, and non-flow paced system that is negatively impacting operational effectiveness. Lastly, the Village would like to have the channels that convey flow from the aeration tanks to the secondary clarifiers as well as the secondary clarifier equipment engineered for replacement to mitigate the risk of imminent failure. The engineering study will provide the Village of Fredonia with insights on how to proceed with these projects, including information on potential costs.

The services to be provided will include, but not be limited to:

1. Designing system improvements and construction engineering
2. Providing reproducible plan drawings to the Village upon project completion.
3. Providing Village with estimates necessary to apply for funding for future State and Federal grants for the upgrades needed within the plant.

Part Two: Request for Qualification Statements:

The following information should be included under the title "Request for Qualification Statements for Engineering Services":

1. Name of Respondent
2. Respondent Address
3. Respondent Telephone Number
4. Respondent Federal Tax Identification Number

5. Name, title, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of the RFQ:

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ should include:

- A brief statement of the Respondent's understanding of the scope of the work to be performed;
- A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of New York;
- A confirmation that the Respondent has not had a record of substandard work within the last five years;
- A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract;
- Any other information the Respondent feels appropriate;
- The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

Background and Experience

Respondents should:

- Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- Describe prior engagements in which Respondent's firm assisted a governmental entity in dealings with engineering projects related to NYS EFC. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- Describe the firm's workload and current capacity to accomplish the work in the required time.
- Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project.

- Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.

Specialized Knowledge

Respondents should:

- Describe their knowledge and experience in the types of projects described in Part One.
- Describe their knowledge of requirements of State and Federal funding of engineering studies.

Personnel/Professional Qualifications

Respondents should:

- Identify staff members (as applicable), in job classifications (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer, (6) Surveyor, (7) Engineer Interns, (8) Senior CAD technician, and (10) Engineering technician; who will be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- Include resumes or curriculum vitae of each such staff member designated above including name, position, telephone number, email address, education, and years and type of experience.
- Estimate the number of persons to be assigned to this project.

Part Three: Selection Criteria

The Village of Fredonia shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance for required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish work in a reasonable amount of time; and
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

Questions should be addressed to Erlyssa LeBeau, Village Treasurer at 716-679-2314 or treasurer@villageoffredoniany.gov. Responses to this RFQ should be hand delivered to the Village Treasurer at 9-11 Church Street, Fredonia, NY 14063, mailed to PO Box 31, Fredonia, NY 14063, or emailed to treasurer@villageoffredoniany.gov.

Responses to this RFQ must be received no later than October 24, 2025 at 11am. Please state "Waste Water Treatment Plant Engineering Services" on the cover.