

**REQUEST FOR QUALIFICATIONS
VILLAGE OF CHAMPLAIN
WATER LINE REPLACEMENT PROJECT**

I. Project Description

The Village of Champlain, Clinton County, New York is seeking proposals from qualified engineering firms to provide management, design, construction costs, construction inspection and supervisory services to implement pipeline replacement in identified areas of the Village Water System. The system has experienced numerous water main breaks causing disruption of services and numerous boil-water orders. There is a need for replacement of asbestos lined pipe and the elimination of a dead-end water line to promote water quality.

The Village of Champlain's water system serves about 596 connections in the Village plus 440 in the Town of Champlain. Recently, the Village underwent a large water system project in conjunction with the Town of Champlain, where in the Village undertook to supply the new Town Water District as well as make some improvements to the as a separate project.

The selection of areas of concern will be prioritized based on the order in which funding is received.

The Village has identified five areas to be rehabilitated because of frequent water main breaks (46 since November 2017) and the elimination of one dead end water line to improve water quality.

II. General Description of Professional Services

The selected engineering firm will be expected to prepare a Preliminary Engineering Report (PER) conforming to USDA Rural Development Bulletin 1780-3 PER content requirements. The PER will:

1. Reflect a thorough understanding of the condition of the system and its capacity to meeting existing and future needs.
2. Evaluation alternatives to ensure that the recommended activities meet the Village and service area needs, provide operational flexibility, are cost effective and to the extent applicable, minimize energy costs.
3. Recommend a conceptual design scheme.
4. Estimate and itemize both capital and O&M costs for the recommended alternative.
5. Describe any relevant regulatory requirements and potential implications.
6. Identify potential funding sources.
7. Suggest a project schedule in accordance with funding cycles.
8. Conduct an Environmental Review in accordance with State and Federal Requirements.

III. Submittal content

1. Description of Firm

Describe your firm's legal structure, areas of expertise, length of time in business, and other information that would help characterize the firm. Provide main address of the firm (for legal purposes) and the address of the office that will manage the project.

2. Experience

Briefly describe other projects executed by your firm that demonstrate relevant experience. List all public sector clients for whom you have provided similar work in the past four years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.

3. Personnel

Provide a professional resume for the key people proposed to be assigned to the project. Describe the key personnel's proposed roles and responsibilities on this project. Identify a proposed project manager who would be responsible for the day to day management of project tasks and would be the primary point of contact with your firm.

4. Project Approach

Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.

IV. Available Information

1. Preliminary Engineering Report, Village of Champlain/ Town of Champlain Water Shared Improvements Project, July 2013
2. Village of Champlain Downtown Revitalization Plan, March 2017
3. Water system maps
4. Other information, as identified by the Village

This information is available for review at the Village Offices during business hours. To insure access to this information, an appointment can be made with the Village Clerk, Juanita Munoz.

Address: 11104 Route 9, Champlain, NY 12919

Phone: 518-298-4152

Fax: 518-298-2075

Email: Juanita1@vchamplain.com

V. Submittal Deadline

To be considered, six (6) copies of Qualifications Proposal must be received by Juanita Munoz, Village Clerk in care of the Village of Champlain, 11104 Route 9, Champlain, NY 12919 at or before 4:00 p.m. on April 19, 2019. If mailed, the proposal should be sent via registered mail and adequate time for its delivery should be allowed.

VI. Selection Process

Firms will be ranked based on qualifications and the Village of Champlain may choose to interview several of the top ranked firms. The Village of Champlain may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the following factors:

CRITERIA	SCORE
Firms history & capacity to perform project	20
Relevant project experience	20
Ability to meet schedule	20
Understanding of project and area	20
References	20
TOTAL	100

A selection committee appointed by the Village of Champlain will assist with firm evaluations and make recommendations to the Village Board that will make the final selection. The Village of Champlain will seek to negotiate a contract, detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the Village of Champlain will terminate negotiations and commence negotiations with the second-ranked firm and so forth.

The Village of Champlain expects to evaluate proposals and provide written notification of the results within 30 days of receipt of qualifications. If interviews are held, you will be contacted at least two weeks before the interview date. The chosen qualified proposer will be required to make a formal presentation of their proposal to the Village of Champlain board. Such presentations provide an opportunity for the proposer to clarify its proposal to the Board to ensure a thorough understanding of the material submitted. The presence of the Project Engineer who will be working specifically on the project will be required at the presentation.

The Village of Champlain will not reimburse any firm or individual for any costs associated with the submittal of qualifications or in the negotiation of a final agreement for the work being considered.

VII. Equal Opportunity/Affirmative Action Employer

The Village of Champlain encourages Minority and Women Business Enterprises (MWBE) and Section 3 firms to apply. All qualified engineers will receive consideration without regard to race, religion, creed, sex, age or national origin.

(04/02/2019)