

**Request for Qualifications and Proposals for
Village of Perry
Storm Drainage Improvements**

Storm Drainage Improvements Project

The Village of Perry was recently awarded a 2021 NYS CDBG Grant to install new storm sewers to replace the existing deteriorated storm sewers and replace both the storm laterals and catch basins in the Hawthorne-Watkins-Benedict-Olin neighborhood.

Request for Qualifications for Engineering Consultants

The Village is seeking Statements of Qualifications from qualified engineering consultants to assist the Village in the implementation of the project. The Village will select a firm and negotiate an engineering services contract to design and oversee construction of the project improvements. More specifically, the Village is seeking assistance with the preparation of the plans and specifications for the project, solicitation and evaluation of the bids and bidders, oversight of the construction work and on-site inspection services.

If your firm is interested in assisting the Village on this project and providing the services required to enable the Village to undertake the proposed improvements, please provide the following information:

Scope of Services

- 1) Describe your firm's experience in providing the engineering and related services identified herein and for projects similar to that which the Village is proposing.
- 2) Describe the organization and management effort you proposed to accomplish the project.
- 3) Identify the person you propose to serve as the Project Manager and include resumes of the individuals who will be assigned to the project.
- 4) Describe the specific engineering services that your firm will provide to assist the Village of Perry in the implementation of the proposed project.
- 5) Please describe how you would propose to oversee the construction of the project to insure compliance with plans and specifications.

The selection of the engineering consultant will be based on the qualifications of the firm and the staff team to be assigned to the Village's project. The following criteria will be utilized in evaluating the credentials of each firm responding to this request: successful performance in providing engineering services for similar projects; the extent of experience attained by the Project Manager and other staff persons proposed to be assigned to the project; familiarity with the rules and regulations of the Community Development Block Grant (CDBG) program; technical resources available within the firm to carry out the assignment; and, the availability of these resources to the Village of Perry. The Village will negotiate a fee for services with the preferred firm. If an agreement cannot be reached, the Village will meet with the firm rated second and will

attempt to negotiate a mutually acceptable fee for the scope of services to be provided. The relative weight of each criterion to be used by the Village in evaluating proposals will be as follows:

- Successful experience on similar projects (past performance) 5
- Technical capability and financial resources
(Qualifications of personnel and financial
Stability of respondent organization) 4
- Available of staff resources
(Commitment of personnel to the project) 4
- CDBG experience 2

Minority and Women Owned Business Enterprises and Section 3 firms are encouraged to submit a Statement of Qualifications for engineering services.

Please submit Qualifications and Proposals no later than 12:00PM on April 1, 2022 to the address below.

Samantha Pierce, Village Administrator
Village of Perry
46 North Main Street
Perry, NY 14530.

The Village reserves the right to conduct or waive interviews at its discretion depending upon the experience and qualifications received from each consultant. In addition the Village may choose at its sole discretion to solicit separate qualifications and designate another consultant for any of the individual projects undertaken.

No contact regarding this solicitation with any Village employee or its representatives will be allowed during the solicitation period.