



# Village of Saranac Lake, New York

**Request for Qualifications for the Engineering and Design of  
Village Sanitary Sewer Collection System and Waste Water  
Treatment Plant Projects.**

**DATE ISSUED: June 1, 2023**



# **Request for Qualifications for the Engineering and Design of Village Sanitary Sewer Collection System and Waste Water Treatment Plant Projects.**

## **➤ Introduction**

The Village of Saranac Lake seeks to contract with a qualified firm or consultant team for the engineering, design and permitting for a sewer collection system and various Sewer Treatment Plant upgrades. The Village has issued a Request for Qualifications (RFQ) to identify firms with the interest, expertise and capacity to assist the Village with these necessary infrastructure projects. From the list of qualified firms, the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The RFQ is available on the Village of Saranac Lake website at [www.saranaclakeny.gov](http://www.saranaclakeny.gov).

Responses are due by June 15, 2023 by 2PM, and must be sent by mail to:

Amanda Hopf, Village Clerk  
Village of Saranac Lake  
39 Main Street Suite 9  
Saranac Lake, NY 12983  
Tel: (518) 891-4150 x 202  
Email: [clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)

## **➤ Project Description**

The Village of Saranac Lake has various sewer collection lines in need of a major upgrade. Many of the collection lines have reached the end of the designed life expectancy. Along with the various collection lines, the Villages wastewater treatment facility is also in need of major repairs and upgrades. After completing the tertiary disinfection system, the village is looking to continue upgrades to keep the plant working at peak performance and efficiency. The Village has several portions of the system that need replacing, however would

need to work with the chosen qualified respondent to determine which sections are priorities.

➤ **Scope of Work**

The scope of work for the project includes, but is not limited to, the following tasks:

1. Work with the village’s inventory and current capital improvement plan to determine priority projects.
2. Engineer and design projects for both the Collection system and Waste Water Treatment Plant
3. Acquire all necessary work permits associated, and provide project oversight, construction management, and inspections of chosen projects.

➤ **Terms of Contract**

Any contract awarded pursuant to this RFQ solicitation shall be for the duration of the projects determined in the scope of work. **Substantial completion dates of the projects will be determined, as the projects are prioritized and selected.**

➤ **Quality of Work**

All work shall follow recognized professional practices and standards. The specifications required by local, state, and federal law must be met prior to advertising the project for construction bidding.

➤ **Submission Instructions**

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to assist the Village in the prioritization and project selection.
3. Resumes of key members of the firm that would be involved with the project.
4. References from past similar projects.

➤ **Submission Deadline and Requirements**

Responses shall meet all submission requirements as described below:

- A hard copy shall be submitted by mail, respondents shall mail three (3) copies of the RFQ packet to the Village of Saranac Lake. The hard copy shall be submitted on standard 8 1/2 x 11 paper, and a single electronic copy shall be submitted on a USB drive
- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 1/2 x 11 inch standard paper;
- Responses shall be received by June 15, 2023 at 2:00 PM

➤ **Conditions Governing Responses**

Only those proposals which contain complete information and are responsive to the RFQ will be considered. The Village of Saranac Lake reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified respondents;
- Require respondents to clarify aspects of their understanding of and approach to the project in person or by telephone;
- Waive or modify minor irregularities in responses received;

- Negotiate with respondents to best serve the interests of the Village of Saranac Lake;
- Amend specifications after their release, with due notice given to all consultants to modify their proposals to reflect changed specifications;
- Award a contract for any or all parts of the project including award of specific project components to one or more qualified respondent.

➤ **Selection Procedure**

Responses will be reviewed by a committee of Village staff including, but not limited to, DPW Superintendent, Treatment Plant Operator, Village Treasure, and Village Manager. Respondents will be assessed against the following criteria:

<b>Component</b>	<b>RFQ Score</b>
Responsiveness to the RFQ	15 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
<b>Total</b>	<b>100 points</b>

From the list of qualified firms, the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

➤ **Inquiries**

All inquiries should be directed to:

Erik Stender  
Village Manager  
Village of Saranac Lake  
3 Main Street, Suite 9  
Saranac Lake, NY 12983  
(518) 891-4150 ext.205  
Email: [manager@saranaclakeny.gov](mailto:manager@saranaclakeny.gov)

➤ **Additional Considerations**

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response, the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.

