



Village of Saranac Lake, New York

Request for Qualifications for the Engineering and Design of Lake Flower Ave Water Distribution System

DATE ISSUED: February 20, 2023

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➤ Introduction

The Village of Saranac Lake seeks to contract with a qualified firm or consultant team for the engineering, design and permitting of a Water Distribution System along Lake Flower Ave. on the west end of the village, located in Essex county . The Village has issued a Request for Qualifications (RFQ) to identify firms with the interest, expertise and capacity to assist the Village with this exciting project. 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.

Responses are due by March 20, 2023 by 2PM and must be sent by mail to:

Amanda Hopf, Village Clerk
Village of Saranac Lake
39 Main Street
Saranac Lake, NY 12983
Tel: (518) 891-4150
Email: clerk@saranaclakeny.gov

➤ Project Description

The Village of Saranac Lake municipal water system located under Lake Flower avenue was installed in 1934 and 1968, and spans approximately 5900'. The system includes a 4" cast iron water main installed in 1934, one 10" cast iron water main with an unknown installation date and one 10" ductile iron water main installed in approximately 1968. The existing water infrastructure has reached the end of it useful lifespan resulting in numerous water main breaks in the area. Because of this, water users have experienced countless hours of water service interruptions. In order to reduce the water service interruptions to the residents of the Lake Flower Ave area, the Village of Saranac Lakes seeks to

replace, but not limited to, all water infrastructure in this area (design may require sewer main to be altered or replaced).

➤ **Scope of Work**

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

1. Design the replacement of approximately 5900 feet of 10 inch and 4 inch Ductile/Cast iron water mains with one water main capable of supplying water to the residents of Lake Flower Ave and the surrounding area. This may include alterations to the existing sewer infrastructure for the Lake Flower Ave area.
2. Design the replacement all existing water laterals to water customers with existing size laterals, including new curb stops and curb boxes (Erie box).
3. Design will include the replacement of all valves including interconnections and intersections. New line valves should be at 500' intervals unless a connection to another water main is sooner, in which case there should be 3 valves installed (1 valve before 1 valve for the tie in and 1 valve after the tie in)
4. All water lines including mains and laterals should have a bury depth of no less than five feet six inches to the top of the pipe. Any line that cannot meet this requirement should be designed to be insulated on all sides.
5. Provide all water users with adequate temporary water during the construction phase.
6. Obtain any and all easements, grading releases or similar for the project prior to project being released for bid.
7. Complete and submit any and all for DOT work permits prior to project being released for bid.
8. Provide a qualified inspector for the entirety of the project.
9. Complete any and all survey work needed for the project.
10. Submit plans to NYS DOH for approval.
11. Provide Village of Saranac Lake Manager and Superintendent of Public Works with plans for the project 1 month prior to project being released for bid.

12. All fire hydrants will be installed at or near 400' intervals.
13. Loop the system back in to itself to keep water flowing to prevent freezing in the winter months (If system, geography, budget allows)
14. Back fill and replace all surfaces to existing grade and cap with appropriate material
15. In addition, all design elements shall comply with the latest addition of 10 State Standards for Water Works and applicable AWWA publications for water system improvements (ie- disinfection, flushing, installation)

➤ **Terms of Contract**

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period of Sixty (60) months, and will **not** expire upon completion of the projects' administrative close out. The Village of Saranac Lake will use the contract to fulfill any and all water distribution and water production projects for the remainder of the contract period. **Substantial completion of the Lake Flower Ave project must be completed no later than October 1, 2024, and administrative closeout must be complete no later December 1, 2024.**

➤ **Quality of Work**

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project's plans and specification 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 the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Examples of relevant project experience.
5. Sample materials such as maps and reports from past similar projects.
6. 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 ½ x 11 inch standard paper;
- Responses shall be received by March 20, 2023; and

➤ **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, Chief Water Plant Operator, Village Treasure, and Village Manager. Respondents will be assessed against the following criteria:

Component	RFQ Score
Responsiveness to the RFQ	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Technical approach to the project	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

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 RF

➤ **Inquiries**

All inquiries should be directed to:

Dustin Martin
DPW Superintendent
Village of Saranac Lake
3 Main Street, Suite 1
Saranac Lake, NY 12983
(518) 891-4160
dpw1@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.