

**REQUEST FOR QUALIFICATIONS
VILLAGE OF ALEXANDRIA BAY
ENGINEERING SERVICES FOR CASINO ISLAND PROJECT**

I. BACKGROUND INFORMATION AND DESCRIPTION OF SERVICES REQUESTED

Preface

Engineers licensed to practice in the State of New York are hereby requested to submit qualifications packages for the development of facility design plans and construction related services for the above project.

Qualifications Packages must be delivered (six copies) in hard copy format no later than the response deadline of October 31, 2017, 2:00 p.m. EST to the Alexandria Bay Village Office, 110 Walton St., Alexandria Bay, NY

Description of the Project

The Village of Alexandria Bay has submitted a Community Development Block Grant Funding application for the repairs to Casino Island due to the 2017 flooding in the Village on the St. Lawrence River. The proposed project includes improving and controlling drainage behind the seawall; excavate sink holes and pipes; fill any voids that exist below the seawall; point the seawall masonry cracks and reset any loose stones.








II. PROGRAM MANAGEMENT / RESPONSIBILITIES

The Village of Alexandria Bay is legally responsible for adherence to applicable state and federal program requirements. The limit of available local resources requires a segregation of responsibilities necessary to coordinate and administer project activities.

By allocating program responsibilities to the various entities listed below, the project can be completed at the least cost and maximum benefit can be derived from the available funds.

Allocation of Responsibilities

Village of Alexandria Bay

-  Procurement of the Engineer / Consultant
-  Consultant Contract Award and Execution
-  Oversight of Project Development
-  Approval of Project Reports, Plans, Design
-  Easements (if needed)
-  Award of Bids
-  Participation in Preconstruction Conference

- ✚ Project Financing
- ✚ Compliance with State, Federal and Local Regulations (Clean Water Act, SEQR, NEPA, Freshwater Wetlands, Davis-Bacon Labor Standards, Conflict of Interest, Equal Opportunity, Fair Housing, Minority Women Business Enterprise Requirements, etc.

Engineer / Consultant

- ✚ Participating in Public Meetings, pre-bid opening, pre-construction and job meetings and work session.
- ✚ Project Maps, Plans, Specifications, Facilities Planning Report, Recommendation for addressing Casino Island.
- ✚ Design of facilities in conformance with applicable standards.
- ✚ Survey and / or Boring Subcontract Requirements (as necessary)
- ✚ Certification of Contractor's Payment Requests, Change Orders, Shop Drawings, substitutions as necessary.
- ✚ Coordination and Cooperation with the Village of Alexandria Bay, ACOE, NYSDEC, and any other regulatory, permitting or funding entity identified during the course of project development.
- ✚ Davis-Bacon prevailing wage rate documentation may be required as determined by DOL and as necessary (Survey Crew, Soil Borings).
- ✚ Project Permits and Approvals (DEC, DOT, Army Corps of Engineers) (as needed)
- ✚ Compliance with State, Federal and Local Regulations (Clean Water Act, SEQR, NEPA, Freshwater Wetlands, Davis-Bacon Labor Standards, Conflict of Interest, Equal Opportunity, Fair Housing, Minority Women Business Enterprise Requirements, etc.

III. SCOPE OF SERVICES

The Village of Alexandria Bay is interested in retaining an engineering firm to provide the following services:

- a. Review all existing information.
- b. Prepare Final Design Document including all material bidding and construction specifications; consistent with , NYS DEC, ACOE, and any other involved agency requirements.
- c. Attend public meeting including pre-construction meetings, and construction job and work sessions as needed.
- d. Prepare distribution system alternatives as required.
- e. Provide construction observation / coordination services as needed (hourly basis).
- f. Attend all construction job meetings, review contractor pay requests, change order, shop drawings, etc.
- g. Provide as built drawings in electronic format.

IV. TENTATIVE PROJECT SCHEDULE

Issue RFQ – October 11, 2017
Responses Due – October 31, 2017

1. Type of Contract

It is proposed that, if a contract is entered into as a result of this RFQ, it would be a fixed price contract for the primary tasks identified in Section III with the exception of construction observation services. Cost proposals are not required as part of this qualifications solicitation.

2. Miscellaneous Requirements

- a. Firms must address all tasks associated with the project.
- b. Each qualifications package shall be typed or printed on 8 ½ x 11 inch paper. Qualifications must be submitted in writing and be received by 2:00 P.M. on October 31, 2011. Six copies of the proposal shall be submitted to:

**Village of Alexandria Bay
Casino Island Project
110 Walton Street
Alexandria Bay, New York 13607**

The Village reserves the right to reject any and all packages which do not comply with these instructions. Qualifications Packages shall not be returned to the respondent(s) once submitted and the Village may dispose of them in any way it sees fit.

- c. Expenses incurred in the preparation of qualifications packages shall be born by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- d. Each submission shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations therein.

3. Qualifications Package Content

The submission will contain the following sections:

- a. Technical – Describe the approach to be taken in addressing the scope of work. Specific tasks need to be thoroughly described.
- b. Management and Staffing – Describe the management plan to be used in completing the tasks set forth in the Scope of Work. Resumes of personnel shall be included in this section.

- c. Schedule – Provide an appropriate schedule detailing major project milestones.
- d. Qualifications – Describe the firm's related experience including a contact person and phone number for each referenced job. A statement demonstrating familiarity and experience with similar projects will be of particular interest.
- e. Insurance - Provide a description and limits of insurance coverage including general liability, automobile liability, excess liability/umbrella, workmen's compensation and employee liability and professional liability.
- f. Evaluations and Award Procedures – After receipt of the qualifications packages, the Village will review the qualifications packages.

Proposal evaluations will be completed by November 6, 2017. All respondents will be promptly notified.

The Village of Alexandria Bay is an Equal Opportunity Employer; minority-and women-owned businesses are urged to submit proposals.

Any questions regarding the requirements of this RFQ should be submitted in writing and addressed to:

**Village of Alexandria Bay
Casino Island Project
110 Walton Street
Alexandria Bay, New York 13607**

Or e-mailed to:

abayclerk@yahoo.com