

TOWN OF SANFORD

BROOME COUNTY 91 SECOND STREET DEPOSIT, N.Y. 13754

PHONE: (607) 467-3214 · FAX: (607) 467-5414

TOWN OF SANFORD, BROOME COUNTY, NY

Request for Qualifications (RFQ) for Engineering Services

RFQ# 1 - PRELIMINARY ENGINEERING REPORT - OQUAGA LAKE SEWER DISTRICT

EST. 1821
55,337 ACRES

BACKGROUND & SCOPE OF WORK

The TOWN OF SANFORD in BROOME COUNTY, NY is requesting proposals from engineering firms to prepare a Preliminary Engineering Report to address OQUAGA LAKE SEWER DISTRICT.

Oquaga Lake Sewer District infrastructure is nearly 40 years old and is nearing the end of useful life. Minimal improvements/upgrades have been made to the system over its lifespan. Increased rainfall exacerbates I/I, increasing contamination of surface and groundwater & posing health risks. Increased algae blooms and high levels of E. Coli may indicate exfiltration of untreated wastewater is adversely affecting the lake. Engineer shall develop a system inventory, identify historic problem areas & collect available information. Agree upon an investigative scope of work (e.g., CCTV & clean, flow monitoring, system modeling) Retain investigative services if/as needed. Conduct field investigations & review available data. Prepare a Sanitary Sewer System Evaluation & I/I Report generally in conformance with the Engineering Report Outline for NYS Wastewater Infrastructure Projects. The ER will include a prioritized list of items recommended for repair/replacement, and include a recommended plan forward and an anticipated schedule. The report will be used as basis for listing the project on the New York Environmental Facilities Clean Water State Revolving Fund Intended Use Plan, for funding consideration. The report will also include identification of other potential funding sources and impact to the present EDU annual costs.

The project has qualified for funding from the NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant program for the amount of \$50,000. Through the EPG, the municipality is required to provide a \$10,000 match.

The selected firm should be ready to start the work as soon as JUNE 15, 2024 All work on the I&I Study must be completed by MAY 1, 2025. The PER must be completed by JUNE 1, 2025 in order to meet funding requirements. Further planning, design, bidding, and construction timeframes will be evaluated as part of the PER and will be established as the project progresses.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (20) pages in length (excluding cover and section dividers), and should include the following information:

- Firm Summary/Profile

“An Equal Opportunity Employer”

Supervisor
KENNETH R. WIST
607 · 467 · 1910

Councilmen
SHANE LESTER
JAY V. VANDERMARK
DAN ANDRESEN
ALICE J. RAY

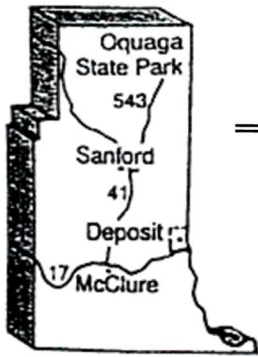
Town Clerk/Tax Collector
ALISON LANG
607 · 467 · 3214

Town Justices
GARY L. HOLDREGE
ROGER SINGLETON
607 · 467 · 2516

Highway Superintendent
LEO C. SHEW
607 · 467 · 2923

Assessor
BECKY HERZOG-OTTENS
607 · 467 · 5093

Code Enforcement Officer
PETER J. HATHAWAY
607 · 761 · 7536



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- Summaries of at least three (3) similar projects previously completed, including project budget
- Summaries of State/Federal Grant and Loan experience
- Resumes of key staff that will be assigned to work on the project
- Three (3) client references

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the OQUAGA LAKE SEWER DISTRICT COMMITTEE and the TOWN BOARD according to the following criteria:

Evaluation Criteria	Points
Past Work Performance	30
Staff Experience/Qualifications	30
EFC Grant Experience	20
Ability to work with municipal staff	20
Total	100

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The Board reserves the right to accept or reject any and all Statements of Qualifications in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, have discussions with any respondent to this RFQ to correct and/or clarify responses and negotiate potential contract terms with the most highly qualified firm.

RFQ SUBMISSION REQUIREMENTS

Electronic submissions via e-mail are highly encouraged. Interested firms should submit an electronic copy of their proposals by NOON on MAY 23, 2024 to ALISON LANG, TOWN CLERK to clerk@townofsanfordny.com. If you prefer to submit paper copies, please submit **two (2) bound paper copies** of your proposal by the time and date indicated, in a sealed envelope marked: RFQ# 1- Preliminary Engineering Report for Oquaga Lake Sewer System to TOWN OF SANFORD, ATTN: TOWN CLERK, 91 SECOND STREET, DEPOSIT, NY 13754.

Questions and clarifications on any items related to this RFQ should be directed to KENNETH WIST, SUPERVISOR, TOWN OF SANFORD, 91 SECOND STREET, DEPOSIT, NY 13754; by phone at 607-467-1910; or via email at supervisor@townofsanfordny.com

****Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply****

“An Equal Opportunity Employer”