



## Village of Candor

P.O. Box 1  
138 Main Street  
Candor, New York 13743

Phone: (607) 659-7966

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### Village of Candor – Request for Qualifications

The Village of Candor is soliciting qualifications from qualified engineering firms for assistance in the following:

#### Project Description

The Village of Candor was awarded a New York State Community Development Block Grant (NYS CDBG) Community Planning Program through the 2016 Consolidated Funding Application for a total value of \$50,000. The project includes evaluating the exiting water infrastructure and identifying critical needs of the system, both in terms of potable use and fire protection. The Village has the following focus points for the planning grant:

- Prepare and provide the Village of Candor with a Preliminary Engineering Report and Environmental Report to support a public water service extension to an existing commercial development area for potential commercial expansion and for overall water system improvements. The Preliminary Engineering Report and the Environmental Report will support the Village's funding applications to U.S. Department of Agriculture Rural Development, the NYS Environmental Facilities Drinking Water State Revolving Loan Fund, and NYS Office for Community Renewal Community Development Block Grant (CDBG) Program.
- Prepare and provide the Village of Candor with an Asset Management Plan to identify and prioritize water mains that need to be replaced due to pipe deterioration and scaling or under-diameter water mains. The Plan will identify alternatives and options for improved efficiency and operations as well as provide an opinion of cost for the Village of Candor moving forward.

#### Project Schedule

The following are tentative, milestone dates for the progress of this project.

March 13, 2017	RFQ distributed
March 29, 2017	Statements of Qualifications due
April 4, 2017	Qualifications reviewed by Village Board; if requested, selected firms will be interviewed by Village Board. Consultant selected
July, 2017	Preliminary Engineering Report and Environmental Report completed for Village review
August, 2017	Asset Management Plan completed for Village review
November, 2017	Final approval of submitted reports

**Note:** The Village of Candor must comply with the Grant Agreement and have all activities, with the exception of activities related to close out and final audit, completed by December 7, 2018.

## Submittal Content

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The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address, e-mail address and telephone number of a person who can be contacted regarding your performance on the project.
- **Personnel.** Provide a professional resume for all employees proposed to be assigned to the project (including all sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project. Describe your plan for complying with all applicable M/WBE and Section 3 requirements.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of personnel to be assigned to project. The schedule should reflect realistic activity durations.
- **Disclosure.** Disclose all claims of substandard work, unethical or illegal practices, and/or debarment or suspension from State- or Federally-funded projects, and provide documentation as to the resolution of these matters. Your firm must not be suspended or debarred from participation in State- or Federally-funded projects.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

## Submittal

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The proposal must be received no later than 2:00 p.m. on Wednesday, March 29, 2017 at the Village of Candor Village Office, 138 Main Street, PO Box 1, Candor, NY, 13743. Proposals received after the deadline will not be considered. The date of postmark will not satisfy the submission requirements. Faxed or e-mailed submissions will not be accepted.

## Selection Process

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Proposals will be ranked based on qualifications. Firms will be evaluated on the basis of the following factors:

- Experience with the Village of Candor
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- References

The selection committee will be the Village Board of Candor. The Village of Candor expects to evaluate proposals and provide written notification within fourteen (14) days of receipt of proposals. The Village may submit written questions and requests for clarification, and may conduct interviews. If

interviews are held, they will be scheduled within two (2) weeks of short-list notification.

### **Equal Opportunity/Affirmative Action Employer**

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All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Village of Candor encourages M/WBE and Section 3 firms to submit.

### **Additional Information**

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Questions regarding the project may be directed to:

Village of Candor  
Lynne D. Roberts, Deputy Clerk/Treasurer  
138 Main Street, PO Box 1  
Candor, New York 13743  
(607) 659-7966  
[village4@frontiernet.net](mailto:village4@frontiernet.net)

This RFQ and associated documents and services shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, or related to this RFQ and associated documents and services shall be venued in the Supreme Court of the State of New York in Tioga County.