

# **TOWN OF CLAYTON, JEFFERSON COUNTY, NEW YORK**

## **REQUEST FOR QUALIFICATIONS – QUALIFIED ENGINEERING FIRMS NYS ENVIRONMENTAL FACILITIES CORPORATION ENVIRONMENTAL PLANNING GRANT - CFA Project No. 121474**

**\$20,000 Grant Award with \$4,000 Local Match = \$24,000 Total Project Cost**

**January 11, 2023**

### **PROJECT OVERVIEW**

The Town of Clayton is seeking proposals from qualified engineers to provide professional services for the above-referenced planning project. A selection panel will review and evaluate the proposals and submit a recommendation for a single engineering firm for this project. This recommendation will be made to the Town Board of the Town of Clayton.

The Town of Clayton has been awarded a NYSEFC Environmental Planning Grant in the amount up to \$20,000 with a local contribution of up to \$4,000 to develop an engineering report to evaluate the alternatives for sewer collection and treatment options for the Town of Clayton 's Route 12 sewer district.

The proposed project will include the construction of a new sewage collection system, where the properties currently utilize failing onsite sewage treatment systems. There are two options that exist for treatment. This study will evaluate these alternatives. Findings of the EPG Study will be put into a NYSEFC Engineering Report for an Intended use Plan listing and CWSRF application for eventual loan and grant assistance.

The Town of Clayton is requesting a Statement of Qualification (SOQ) for the completion of the EPG Grant study of required collection system improvements as described above. Qualified Minority and Women Owned Business as well as Section 3 Businesses are encouraged to submit a proposal.

The report must follow EFC's current Engineering Report Outline (copy of EFC engineering report guidelines can be found at: <https://www.efc.ny.gov/EPG>). The project will be subject to 30 percent participation by Minority and/or Women Owned Business Enterprises (MWBE) and 6 percent participation by Service-Disabled Veteran Owned Businesses (SDVOB) for professional service contracts over \$25,000.

The report must follow EFC's current Engineering Report Outline requirements and must contain the following items as part to the study scope:

- 1) Consider storm and flood resiliency (sea level rise, storm surge, potential for flooding impacts, or other extreme weather event)
- 2) A comprehensive analysis of the following alternatives:
  - a. No-action alternative
  - b. Green infrastructure, in combination with gray infrastructure or individually, is

required for projects involving stormwater, including stormwater inflow to sewer systems. A justification must be provided if a green infrastructure component is not part of the recommended alternative.

- c. Repair or replacement versus new construction
- d. Regional consolidation opportunities

Any alternatives considered technically infeasible should be identified as such and the rationale briefly discussed. Smart Growth alternative(s) must be considered and documented in the engineering report.

Any final engineering agreement must have the current copy of the NYS EFC terms and conditions attached as a supplement to the agreement.

Questions regarding this solicitation may be directed to the Town of Clayton Clerk's Office: 405 Riverside Drive, Clayton NY 13624; (315) 686-3512 or by email at [support@townofclayton.com](mailto:support@townofclayton.com).

### **STATEMENT OF QUALIFICATION (SOQ):**

The SOQ response shall include the following:

1. Describe your firm's experience in providing design and construction phase engineering services for projects similar to the Town of Clayton.
2. Describe the organization and management effort you propose to accomplish the project.
3. Identify the person you propose to serve as the Project Manager and include resumes of the individuals who will be assigned to the project.
4. Describe specific engineering services that your firm will provide to assist the Town in completing the project including planning, surveying, design, permits and approvals, bidding, construction phase administration, construction observation, etc.
5. Confirmation that the proposer is a professional engineer licensed to work in the State of New York.
6. Provide a proposed schedule to complete the project in a timely manner.
7. Provide a list of successfully completed NYS EFC RPG I&I Study Reports completed over the last four-year period and include contact information for three (3) references

The selection of the Consultant will be based upon the following criteria: successful performance in providing Engineering Services for similar projects; knowledge and familiarity with the Town's sanitary sewage collection system, technical capability (including experience) of the Project Manager and Project Team; the availability of the Consultants Staff and resources to assist the Town of Clayton; and experience with NYSEFC Funded Projects and the EPG grant program in particular. The relative weight of each criterion to be used by the Town in evaluating the proposals will be as follows:

- Knowledge and familiarity with the Town of Clayton 's collection system  
**Maximum Points: 20**
- Project Management Approach: Response as outlined regarding the Firm's Project Management Approach and the performance of the identified services as well as the

timeliness of project deliverables

**Maximum Points: 25**

- Availability of Staff and Experience of the Project Team: Having the right team helps deliver a project within budget and on schedule. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work identified. Considerations will include the individuals' qualifications, experience, and location of key personnel.

**Maximum Points: 30**

- Experience with NYSEFC Funded Projects: The Firm's familiarity and experience in successfully satisfying NYSEFC engineering report and MWBE requirements will be reviewed and ranked.

**Maximum Points: 25**

### **MBE/WBE**

The Town of Clayton is an equal opportunity employer and supports the use of Minority Business Enterprise, Women's Business Enterprise firms as part of your proposal.

**Minority and Women's business enterprises are strongly encouraged to apply.**

**Please provide a copy of your qualifications and related materials via electronic or hard copy. Proposals may be transmitted as two total files electronically in a PDF format consisting of 1) a Statement of Qualifications 2) Billing rates or in a sealed envelope with a separate cost estimate\_attachment no later than 2pm on January 23rd. Please mark your response "REQUEST FOR ENGINEERING – EPG Route 12 Sewer District Extension Study" and send or mail your response to:**

Megan Badour, Town Clerk

Town of Clayton

405 Riverside Drive

Clayton New York 13624

Phone: (315) 686-3512

Email: [support@townofclayton.com](mailto:support@townofclayton.com)