

MARILEE J. CALHOUN
Town Clerk

KELLY M. MURRAN
Deputy Town Clerk

Town of Thompson

TOWN HALL
4052 Route 42
Monticello, NY 12701-3221

Telephone (845) 794-2500 Ext.302
Fax (845) 794-8600

February 27, 2024

Re: Request for Qualifications – Engineering Services for (EFC) Funded Projects

To Whom This May Concern:

Attached, please find a copy of the Town of Thompson Request for Qualifications (RFQ) for Engineering Services for Environmental Facilities Corporation Funded Projects in the Town of Thompson. All Qualifications are due back by the close of business on Friday, March 22, 2024.

All Submissions should be returned to the Town Clerk either electronically via e-mail at marilee@townofthompson.com or in a sealed envelope clearly marked (RFQ) for Engineering Services for Environmental Facilities Corporation Funded Projects.

If you have any questions regarding the Request for Qualifications, please feel free to contact Michael Messenger, Water & Sewer Superintendent at 845-794-5280.

Thanking you in advance for your considered interest in submitting the enclosed Qualifications.

Sincerely,



Marilee J. Calhoun
Town Clerk

MJC:
Encl. (1-Set)

PC: Hon. William J. Rieber, Supervisor and Town Board
Mr. Michael Messenger, Water & Sewer Superintendent
Mr. Michael B. Mednick Esq., Town Attorney
Ms. Jill M. Weyer, Community Development Director

**LEGAL NOTICE
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR ENVIRONMENTAL
FACILITIES CORPORATION FUNDED PROJECTS**

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Thompson will receive Qualifications in accordance with specifications prepared therefore which may be obtained without charge at the Office of the Town Clerk of the Town of Thompson, Town Hall, 4052 State Route 42, Monticello, New York for the following:

**ENGINEERING SERVICES FOR ENVIRONMENTAL FACILITIES CORPORATION
FUNDED PROJECTS IN THE TOWN OF THOMPSON.**

Said Qualifications shall be mailed or delivered so that they shall be received at the office of the said Town Clerk by the close of business on Friday, March 22, 2024 after which date all Qualifications shall be opened and read.

By Order of the Town Board
Dated Monticello, New York
February 06, 2024
Marilee J. Calhoun
Town Clerk

Town of Thompson, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services for Environmental
Facilities Corporation Funded Projects
RFQ#24-02

BACKGROUND & SCOPE OF WORK

The TOWN OF THOMPSON in Sullivan County, NY is seeking to retain professional engineering services for various water and sewer infrastructure upgrades throughout the Town. Such services will include, but not be limited to, project design and construction representation, including the preparation of plans & specifications, bid documents, permitting assistance and construction management and inspection services. Services shall also include assistance with environmental compliance and preparation of applications for governmental funding assistance. Additional services as defined by 40USC 1102 (2)(A-C) are also included as possible contract services for this RFQ

The Town is requesting qualifications from engineering firms to provide engineering design services for any and/or all of the following projects:

Project #1

Name: Kiamesha Wastewater Treatment Plant Upgrades and Improvements Project

Number: C3-5378-06-00

Estimated Project Cost: \$34.7M

Description: The comprehensive facility upgrades and improvements will encompass plant buildings, equipment, systems, and site conditions. Significant improvements include new UV disinfection system, new Autothermal Thermophilic Aerobic Digestion (ATAD) system and sludge press, and new Maintenance and Shop building. Construction Services contract to include construction administration/engineering during construction and on-site observation services.

Project #2

Name: Emerald Green WWTP Improvements Project Phase 2

Number: C3-5378-07-00

Estimated Project Cost: \$13.9M

Description: The Town owned WWTP was constructed in the early 1960's with major upgrades occurring in the early 1970s and 1990s. Most of the existing equipment has reached the end of its useful life and requires replacement. In addition to the aged equipment, the Town has received a modified SPDES permit which increases plant capacity, and adds more stringent nutrient treatment requirements. Phase 2 includes all modifications to the secondary biological treatment process, sludge handling processes, and miscellaneous components as necessary to meet the conditions of the modified SPDES permit and ensure long term operation of the WWTP. In general, Phase 2 includes but is not limited to the following recommended upgrades; new mechanical bar screen, influent holding tank improvements, new SBR system, post-eq tank improvements, post-aeration tank improvements, new sludge handling system, renovations to the existing operations building, new SCADA system, miscellaneous site improvements,

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

and all other necessary improvements. The project has qualified for funding from the NYS Environmental Facilities Corporation (EFC) State Revolving Fund (SRF).

Project #3

Name: Emerald Green 1, 2 & 3 Improvements

Number: C3-5378-02-00

Estimated Project Cost: \$3.3M

Description:

See basic overview of the Emerald Green WWTP above under Project #2. This project consists of the replacement of approximately 2,000 LF of existing 8" sewer force main, replacement of pump station 1 and approximately 500 LF of 4" force main. Installation of emergency generators at pump stations 3, 4, 5 & 6.

Project #4

Name: Sackett Lake Sewer District I&I Improvements

Number: C3-5378-08-00

Estimated Project Cost: \$2.2M

Description:

The Sackett Lake WWTP provides sanitary sewer service to the residential community, which has developed around Sackett Lake over the past 50 plus years. The Sackett Lake community is located approximately 4 miles South west of Monticello and to the west of New York State Route 42. The Town of Thompson and the New York State Department of Environmental Conservation entered into an Order on Consent in 2015 related to discharge violations at the Sackett Lake WWTP that were attributed to Inflow & Infiltration. The project consists of partial replacement of pipes with new mains and manholes, as well as utilizing a Cured-in-place pipe (CIPP) to line the existing main

Project #5

Name: Harris Sewer District Modifications & Upgrades

Number: C3-5378-02-00

Estimated Project Cost: \$16M

Description:

The Harris Sewer District serves several residential and commercial users utilizing a gravity sewer collection system, multiple pump stations and a series of force mains to collect and convey sewage to the Village of Monticello's Waste Water Treatment Plant. Replacement of the existing infrastructure is necessary in order to restore the functionality of the sewer collection system and eliminate the potential of reoccurring SSOs in the future. The project consists of three pump stations, a gravity collection system and sewer force mains to convey the raw sewage to the Village of Monticello's Waste Water Treatment Plant. The project will include the demolition and replacement of the three existing pump stations, the construction of a new pump station and the installation of approximately 21,500 linear feet of sewer force main.

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

All of these projects qualified for funding through the Clean Water State Revolving Fund (CWSRF), by either the NYSDEC Water Quality Improvement Program (WQIP) and/or the NYSEFC Water Infrastructure Improvement Act (WIIA), and the Environmental Facilities Corporation (EFC) through the federal Infrastructure Investment and Jobs Act of 2021, also known as the Bipartisan Infrastructure Law (BIL).

Separate awards may be made for each project based on proposals received from qualified professionals. Preference will be given to respondents with familiarity with the Town's infrastructure and who have successfully work with the Town previously. Minority and women-owned businesses are encouraged to submit responses to the RFQ. The Town of Thompson is an Equal Opportunity/Affirmative Action

This RFQ is required by the NYS Environmental Facility Corporation's (the "EFC") architectural/engineering procurement policy effective June 1, 2023 for EFC funded projects. See Attachment 1: NYSRF Architectural/Engineering Services Procurement for SRF Funded Projects document for additional guidance.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed fifteen (15) pages in length (excluding cover and section dividers), and should include the following information:

- Transmittal Letter Form (attached at end of this RFQ)
- Firm Summary/Profile
- 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 Town Board according to the following criteria:

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

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

RESERVATION OF TOWN RIGHTS

The Town reserves the right to accept or reject any or all qualifications received in response to this RFQ, to waive any irregularities in qualifications received, to request clarification and/or additional information during the evaluation process, to amend or cancel this RFQ, to re-advertise for new submittals, and negotiate potential contract terms with the most highly qualified firm. By submitting a qualification response, the respondent hereby authorizes the Town to contact references and make such further investigations as may be in the best interest of the Town. The Town may also negotiate possible contracts to determine the most highly qualified firm to ensure compensation is fair and reasonable based on the project scope, complexity, professional nature, and the estimated value of the services to be rendered.

QUESTIONS

Questions related to this RFQ are to be submitted in writing to MIKE MESSENGER, SUPERINTENDENT OF WATER & WASTEWATER, via e-mail to waterandsewer@townofthompson.com or by phone at 845-794-5280. The deadline for submitting questions is 12 PM EST, Friday, March 8, 2024. Unless otherwise authorized by the Town, respondents are advised that from the date of the release of this RFQ until award of the contract, NO contact with Town personnel or Town officials is permitted with respect to this RFQ, except to request a copy of the RFQ and to submit questions as stated above. Any other contact will result in the disqualification of the respondent's submittal.

RFQ SUBMISSION REQUIREMENTS

Electronic submissions via e-mail are highly encouraged. Interested firms should submit an electronic copy of their proposals by close of business on Friday March 22, 2024 to MARILEE CALHOUN, TOWN CLERK/REGISTRAR marilee@townofthompson.com. If you prefer to submit paper copies, please submit **two paper copies (one (1) bound and one (1) unbound)** of your proposal by the time and date indicated to MARILEE CALHOUN, TOWN CLERK/REGISTRAR, TOWN OF THOMPSON, 4052 NY RTE. 42, MONTICELLO, NY 12701.

CONTRACT

Upon selection of a finalist firm(s), the Town will initiate contract negotiations with the selected firm(s). If negotiations are unsuccessful, the Town will enter into contract negotiations with the next ranked firm. The Town is under no obligation to contract with any firm that responds to this RFQ.

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

TRANSMITTAL SHEET

Town of Thompson, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services for
Environmental Facilities Corporation Funded Projects
RFQ# 24-02

Firm Name: _____

Firm Contact: _____

Phone: _____

Email: _____

MY FIRM IS RESPONDING TO THE FOLLOWING PROJECTS:

Please check the box for each project that you are responding to (check all that apply).

Project		Check all that apply
1	Kiamesha Wastewater Treatment Plant Upgrades & Improvements Project (C3-5378-06-00)	<input type="checkbox"/>
2	Emerald Green WWTP Improvements Project Phase 2 (C3-5378-07-00)	<input type="checkbox"/>
3	Emerald Green 1, 2 & 3 Improvements (C3-5378-02-00)	<input type="checkbox"/>
4	Sackett Lake Sewer District I&I Improvements (C3-5378-08-00)	<input type="checkbox"/>
5	Harris Sewer District Modifications & Upgrades (C3-5378-02-00)	<input type="checkbox"/>



**Environmental
Facilities Corporation**

**Department
of Health**

New York State Revolving Fund ARCHITECTURAL/ENGINEERING SERVICES PROCUREMENT FOR ENVIRONMENTAL FACILITIES CORPORATION FUNDED PROJECTS

Effective June 1, 2023

**New York State Environmental Facilities Corporation
625 Broadway, Albany, NY 12207-2997
P: (518) 402-6924
www.efc.ny.gov**

ARCHITECTURAL/ENGINEERING SERVICES PROCUREMENT FOR SRF FUNDED PROJECTS

****Applies to CWSRF and DWSRF****

Municipalities requesting financing for A/E services must procure A/E services in accordance with certain qualifications-based requirements. This guidance document describes the types of services that are considered A/E services and how these A/E services must be procured.

Please Note: This guidance document applies to **all projects** financed by the Environmental Facilities Corporation (“EFC”) whose A/E services are procured *after* 10/1/2022.¹

If a municipality is seeking project financing for A/E services that were not procured pursuant to this guidance document, EFC will only finance such A/E services if:

1. The procurement occurred *before* 10/1/2022;
2. A financing application is submitted for the project prior to June 16, 2023; and
3. A project finance agreement is entered into for the financing of such project prior to October 1, 2024.

What types of services are covered A/E services?

Contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or A/E services as defined in 40 U.S.C. 1102(2)(A-C):

(A) professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described in this paragraph;

(B) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and

(C) other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

¹ A municipality that entered into a project finance agreement with EFC before October 1, 2022, should reach out to EFC to discuss any new procurement of A/E services.

How must A/E services be procured?

Municipalities must procure A/E services pursuant to the provisions of 40 U.S.C. 1101 *et seq.* In general, these require:

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
- (ii) Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- (iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- (iv) Selection of at least three firms considered to be the most highly qualified to provide the required services; and
- (v) Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.

How does the municipality show compliance with the federal A/E procurement requirements?

Municipalities will be required to execute an EFC Certification for Architectural/Engineering Services Procurement for Federally Funded Projects in the form attached to this guidance ("Certification"). The Certification must be signed by an authorized representative of the municipality. It cannot be signed by a hired contractor or consultant.

What if the municipality does not generate interest from at least three firms?

A procurement of A/E services shall be considered in compliance even when the municipality does not generate three responses so long as the municipality made a good faith effort to publicly advertise and directly solicit participation.

What A/E documentation does a municipality need to keep?

The Certification and documentation evidencing completion of the procurement steps outlined above are required to be kept on file by the municipality and be made available for inspection upon EFC's request. These documents must be kept for the term of the EFC financing plus 6 years.

Are contract amendments subject to federal A/E procurement requirements?

Significant contractual amendments are subject to this requirement. Significant contractual amendments are amendments to existing contracts that have a value greater than \$100,000 AND introduce a new scope of work or task.



**Environmental Facilities Corporation Certification for Architectural/Engineering
Services Procurement for Federally Funded Projects**

Municipality:

EFC Project Number:

Contract ID	Contractor Name	Execution Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I, , am an Authorized Representative of the Municipality.

I hereby certify that the Municipality has procured the Architectural and Engineering Services (as that term is defined in 40 U.S.C. 1102) for the contract(s) listed above in accordance with 40 U.S.C. 1101 *et seq.*, as outlined below.

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
- (ii) Evaluation and ranking of the submitted qualifications statements was based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- (iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- (iv) Selection of at least three firms considered to be the most highly qualified to provide the services required; and
- (v) Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract could not be negotiated with the most highly qualified firm, negotiation continued in order of qualification.

Authorized Representative

Title:

Date: