

Request for Qualifications (RFQ)
Engineering Services – Elmira Water Board
Hoffman Creek Reservoir Dam Project
Water Quality Improvement Project (WQIP) Number 137478

I. PROJECT DESCRIPTION

The Elmira Water Board is the grant recipient of a New York State Department of Environmental Conservation (DEC) Water Quality Improvement Project (WQIP) Grant in the amount of \$1,300,000, and a Federal Emergency Management Agency (FEMA) High Hazard Potential Dam (HHPD) grant in the amount of \$325,000, to assist in the Elmira Water Board's Hoffman Creek Reservoir Dam project at a total estimated cost of \$1,795,750.

The Elmira Water Board distribution system serves the City of Elmira, Village of Elmira Heights, and portions of the Towns of Elmira, Horseheads, and Southport. The Elmira Water Board distribution system also serves as a primary water source to the Village of Wellsburg and secondary water source to the Village of Horseheads and the Town of Big Flats.

The project is for critical maintenance and improvements to the Hoffman Creek Dam (NYS #061-1297) to address identified deficiencies and implement preventative maintenance measures, including:

- Element 1: Expanding Dam Spillway to Meet PMF Requirements
- Element 2: Downstream Spillway Repairs
- Element 3: Existing Concrete Spillway Maintenance
- Element 4: Install Additional Rip-Rap along Upstream Dam Face

The Dam serves as the primary reservoir for the Elmira Water Board, providing essential public water supply to the distribution system. Classified by the NYSDEC as a High Hazard Dam with a Condition Rating of Unsound-Deficiency Recognized, this project is crucial for ensuring the safety and reliability of the water

Utilizing a qualifications-based process, the Elmira Water Board will select a consulting engineering firm to design, permit, bid, administer and close-out the project. Proposals will be received from all firms which wish to be considered for this project.

The selected engineering firm will be responsible for developing the final design of the project in accordance with an approved engineering report prepared by Fagan Engineers & Land Surveyors PC entitled "Hoffman Creek Dam 2024 Dam Safety Inspection & Engineering Assessment" dated August 2024 (a copy of the report is available upon request by contacting Alyssa Melens, General Manager: amack@elmirawaterboard.org).

The project referenced in this RFQ is being funded with NYS DEC and FEMA grant funds. All project bidding, construction administration, and inspection/closeout activities associated

with the project must be performed in accordance with NYSDEC as well as FEMA requirements and regulations. Any final engineering agreement must have the current copy of the NYS DEC and FEMA terms and conditions attached as a supplement to the agreement.

In keeping with these requirements, the federal qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Elmira Water Board will select one or more consulting engineering firm to design, bid, administer and close-out the project. Proposals will be received from all firms that wish to be considered for this project.

II. CONSULTANT SELECTION CRITERIA

Consultants must demonstrate their level of competence and qualification, and each subcontractor's level of competence and qualification, with respect to the listed evaluation factors for the needed services.

NOTE: These factors are not listed in order of importance.

Evaluation factors include:

1. The consultant's project understanding and project approach. Provide a detailed description of the scope of services to be provided.
2. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of the project.
3. Experience of the consultant's professional staff with the design and construction administration required for the successful completion of the project.
4. The consultant's knowledge and ability to comply with NYSDEC and FEMA requirements.
5. Record of success by the consultant, demonstrated by work previously performed for the Elmira Water Board or similar work performed for others.
6. Individual within the consultant's organization who will have direct charge of the work.
7. Whether the consultant has adequate staff and/or other resources to perform the work within schedule.
8. The approach the consultant proposes to use for the work and to keep the project on schedule.
9. Pertinent new ideas that may be presented by the consultant during the selection process.
10. Whether the consultant has an effective quality control program.
11. The consultant's record of keeping construction costs within project budgets and design estimates.
12. Demonstrated ability to identify all necessary permits, regulatory requirements, and process and schedule to obtain approvals.
13. Understanding of the importance of safety in design and constructability.

14. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.

After initial review of the submittals, a short list of consultants will be developed for further consideration. These firms may be invited for an interview. The best qualified firm or firms will be selected based on its demonstrated competence and qualification for the services required for the project. A more detailed scope of work and fee schedule will be negotiated with the best qualified firm or firms. If negotiations are not successful with any selected firm, the Elmira Water Board will terminate negotiations with that firm and initiate negotiations with the next best qualified firm. When a fair and reasonable fee is established, a contract award recommendation will be made to the Elmira Water Board for its consideration.

Engineering Firm Insurance Requirements

The firm must meet the following insurance requirements.

1. Proof of Workers Compensation insurance coverage.
2. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. The Elmira Water Board, it's officers and employees, must be listed as additional insureds and endorsement required.
3. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage. The Elmira Water Board must be listed as additional insured and endorsement required.
4. Professional Liability not less than \$2,000,000 per loss.

III. PROJECT SCHEDULE

Below outlines the projected schedule. All activities, with the exception of activities related to close out and final audit, must be completed by the estimated project end date of December 1, 2026.

DATE	DESCRIPTION
June 9, 2025	Request for Qualifications Advertised
June 19, 2025	Statement of Qualifications Received
June 20, 2025	Review Qualifications and Short List Consultants, Begin Interviews if needed.
June 24, 2025	Award to consultant at Elmira Water Board Meeting
December 1, 2026	Project Construction Completed

IV. SUBMISSION

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 a Statement of Qualifications and a list of communities your firm has performed similar services for during the last three-year period or via mail in a sealed envelope no later than 2:00 pm, June 19, 2025, the submittal deadline date.

Please mark your response “**REQUEST FOR ENGINEERING QUALIFICATIONS – ELMIRA WATER BOARD**” and send or mail your response to:

Denise Mullaney, Executive Secretary
Elmira Water Board
261 W. Water Street
Elmira, New York 14901
Phone: (607) 526-5144
Email: dmullaney@elmirawaterboard.org

V. PROPOSAL EVALUATION

The Elmira Water Board will review and rank the proposals using the factors /rating scale listed below to select the preferred consultant based on qualifications. Based upon the evaluation of the proposals, the Elmira Water Board reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Elmira Water Board to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Understanding Scope: Knowledge and familiarity with the Elmira Water Board's water distribution system, as well as the Hoffman Creek Reservoir Dam and its deficiencies.

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. Project Approach and Scope of Services will be reviewed for adequacy.

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 Elmira Water Board 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: 35

- Experience with NYSDEC and FEMA Funded Projects: The Firm's familiarity and experience in successfully satisfying NYSDEC and FEMA construction document requirements will be reviewed and ranked.

Maximum Points: 20

VI. EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Elmira Water Board encourages MWBE and Section 3 firms to submit.

VII. RIGHTS

The Elmira Water Board shall be the sole judge of whether a submittal conforms to the requirements of this RFQ and of the merits and acceptability of the individual submittals. Notwithstanding anything to the contrary contained herein, the Elmira Water Board reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the Elmira Water Board may select; to award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with this RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; reject any or all proposals and cancel this RFQ, in whole or in part, for any reason or no reason, in the Elmira Water Board's sole discretion. The Elmira Water Board may exercise any such rights at any time, without notice to any respondent or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation.

Questions regarding this RFQ should be directed to:

Alyssa Melens, General Manager
Elmira Water Board
261 W. Water Street
Elmira, New York 14901
Phone: (607) 526-5141
Email: amack@elmirawaterboard.org