

JUNE 2025

REQUEST FOR QUALIFICATIONS (RFQ)

SARATOGA COUNTY  
VILLAGE OF SOUTH GLENS FALLS  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2025 CDBG INFRASTRUCTURE GRANT AWARD

WATER MAIN REPLACEMENT PROJECT - FERRY BOULEYARD  
PROJECT# 1091 PW/122-24  
ENGINEERING SERVICES

The Village of South Glens Falls is issuing a Request for Qualifications from engineering consultants/firms pursuant to federal procurement standards (24 CFR 85) and the New York State Office of Homes & Community Renewal (NYSHCR) procurement guide. The Village has received approval of an FY 2025 CDBG public infrastructure grant to replace aging water mains. The total grant award is \$1,000,000.00. The Village is utilizing a, qualifications-based procurement procedure per HUD to evaluate professional service firms or individuals that are proposing to provide engineering services to include, but are not limited to, preliminary and final designs, regulatory approvals, bidding and contract award and construction phase services.

The Current Program will be completed in 12 months. However, the Village intends to submit applications for additional CDBG infrastructure funds, and for other planning and specialized community development grant programs. As such, this RFQ may also cover engineering services required to implement other CDBG funded infrastructure projects and/or other community development projects in which the Village may undertake for a three-year period. It should be noted that future work is not guaranteed and will be subject to separate proposals and contracts which reflect mutually agreeable scopes of work and costs.

**PROJECT DESCRIPTION**

The project is situated along Ferry Boulevard in the Village. The scope includes replacement of approximately 2500 linear feet of existing 4" to 6" water mains with 8" PVC piping (along with associated hydrant, valves, fittings, etc.) as well as restoration of the disturbed roadways impacted by the project.

## **SCOPE OF SERVICES**

The individual or firm selected will undertake the following services:

1. Perform inspections of the project sites. Undertake any surveys, analysis, or studies as necessary to adequately design the project;
2. Develop a plan and documents for construction of the water lines and associated facilities, including all plans, specifications, bidding and contract documents;
3. Undertaking required permitting activities as required by State and Federal agencies, such as NYS Department of Health, NYS Department of Transportation, NYS Department of Environmental Conservation, US Army Corps of Engineers, etc.;
4. Oversee and coordinate bidding and the contract award process with the Village of South Glens Falls and State or Federal Agencies with oversight authority of the construction activities, and;
5. Perform construction phase administration and observation of the contractor to ensure that the project is built according to plans and specifications.

**Note:** This proposal does not include providing a "Clerk of the Works" or other similar full-time on the job construction supervisor.

Professional Services contracts may be reviewed by the NYS Office of Community Renewal.

## **SELECTION PROCESS AND CRITERIA**

The Consultant for this project will be selected according to the "competitive negotiation" method detailed in Section 85.36 of the Uniform Administrative Requirements (24 CFR Part 85) which governs procurement standards applicable to Federally assisted projects. The Village intends to evaluate the qualifications of the service firm or individual proposing to provide the services identified in the RFQ Scope of Services. The Village further intends to select the firm or individual, which in the Village's judgment, is the most qualified firm, and the firm that would best serve the Village's interests, subject to negotiation of fair and reasonable compensation.

In evaluating proposals, the Village shall give the following evaluation factors the following weight or relative importance in the selection process

1.	The overall capacity of the consultant or firm and the range of services and experience with similar projects	40%
2.	The technical skills and experience of the designated project manager and other individual assigned to the project	35%
3.	Communication skills - the respondent must be able to prepare written information in a clear and concise manner and must also be willing to provide timely accurate information in response to inquiries from the Village of South Glens Falls	15%
4.	Cost	10%
		<hr/> 100%

Subsequent to reviewing and evaluating competitive proposals, the Village may, at its sole discretion, choose to interview some or all firms responding prior to final consultant or firm selection or may reject any or all proposals at its option.

The Village anticipates a fixed price contract that relates the level of payment to project completion milestones, or levels of achievement. The Village reserves the right to select, not to select, or to re-advertise for proposals.

### **SUBMISSION REQUIREMENTS**

Interested parties should submit a written proposal to include, but not be limited to:

- A. General company brochure (if any) or business informational material including a description of services that the firm renders for its clients;
- B. Resumes of staff who would be working on this project;
- C. A listing of projects undertaken of a similar size and scope to the proposed project, including location, project description, project cost, and other relevant information; and
- D. References, including names, addresses, and telephone numbers from at least three current or former clients.

All proposals must be received no later than 3:00 PM - Thursday July 17, 2025. Faxed and emailed proposals will not be accepted. All proposals must be submitted via mail as follows:

Samantha Berg, Clerk/Treasurer  
Village of South Glens Falls  
46 Saratoga Avenue  
South Glens Falls, New York 12803

Please submit an original and one (1) copy of your proposal.

**Professional service firms, individuals, or teams that are or include NYS Certified MBE or WBE firms or individuals are strongly encouraged to submit proposals in response to this RFQ. Consultants and firms are also encouraged to submit utilizing DBE sub-consultants where appropriate.**

**Questions regarding this RFQ may be directed to:**

**Samantha Berg, Clerk Treasurer**  
**[clerktreasurer@sgfnv.com](mailto:clerktreasurer@sgfnv.com)**  
**518-793-1455**

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