

**Request for Qualifications
for
Engineering Consultant Services
for the
Village of Homer River Trail Project**

1. General Information

The Village of Homer (Village) is hereby requesting Licensed Professional Engineers to submit qualification packages in response to this Request for Qualifications to conduct study, funding assistance, design, and construction phase consulting services for the Village's River Trail Project. Minority and Women Business Enterprise firms are encouraged to respond.

Interested firms shall email qualification packages to the Village Clerk at degnor@homerny.org no later than June 9, 2023, at 5 PM Eastern Daylight Savings Time.

The Village Board reserves the right to reject all submissions that do not meet the intent of these RFQ requirements and to waive defects in form or minor irregularities where the best interest of the Village would be served.

Qualification Package Presentation Costs: The Respondents must bear all costs associated with submittal preparation, including labor, copying, postage, and delivery costs. The Village is not responsible for any costs or expenses incurred by persons responding to this RFQ.

Cancellation of Solicitation: The Village retains the right to cancel this Solicitation at any time prior to the execution and approval of a Contract. If this Solicitation is canceled, all Submittals received in response to this RFQ will be rejected. All package preparation costs remain the responsibility of the Proposer.

Return of Information Package: The Village shall be under no obligation to return any materials submitted by a Respondent in response to this RFQ.

2. Project Background

The Village of Homer would like to construct a River Trail along the banks of the West Branch Tioughnioga River. Preferably done in multiple phases and running from our Central Business District to a soon-to-be constructed Linear Park on the south side of the Village. This River Trail corresponds to the Village's Comprehensive Plan and to our recently secured Downtown Revitalization Initiative grant.

3. Available Information

Questions about the project or this RFQ shall only be directed to the Village Clerk at degnor@homerny.org.

4. General Description of Requested Services

The contracted engineering consultant will be expected to perform the following services at minimum:

- Review available existing information and perform site visits as necessary;
- Complete field investigation and assess feasibility of River Trail locales;
- Develop a comprehensive list of River Trail needs, proposed designs, and estimated capital improvement costs;
- Prepare final drawings and specifications for municipal bidding;
- Obtain project permitting as required for construction;
- Assist the Village with the municipal bidding process;
- Provide Construction Administrative services;
- Provide Construction Observation services;
- Comply with all funding agency project requirements (OPRHP, RTP etc.) and provide assistance to the Village with complying with all funding requirements.

A detailed scope of services will be negotiated with the selected consultant after selection. No scope of services is requested at this time, but interested consultants should demonstrate ability to complete proposed project and required services.

5. Submission Requirements

Each submission shall be inclusive of the following information:

- Firm Overview: Provide a background on your company including the size, location(s), overview of general services provided, etc.
- Qualifications: Provide details of similar project experience and firm qualifications to complete this project. Qualifications shall be inclusive of both technical capabilities and managerial capabilities (including funding agency experience);
- Project Team: Provide an overview of all key staff that will assist your firm on this project;
- References: Provide a minimum of three references from similar projects.

6. Method of Selection

The following process will be utilized to select an Engineering consultant:

1. This Request for Qualifications document will be publically advertised and responses will be solicited.
2. All submissions will be evaluated by the Village and ranked based on the submitted qualifications statements. The following criteria will be utilized to rank the submissions received:
 - a. Technical/Managerial Qualifications: 30 %
 - b. Funding Experience 20 %

- c. Past Project Experience (local experience preferred): 20 %
- d. Project Team Experience: 20 %
- e. References (recent/local references preferred): 10 %

3. Firm Interviews: The top three ranked firms (at a minimum) will be interviewed.
4. Final Rankings and Firm Selection: The Village will re-rank the top three firms based on both the submitted qualifications statements and the interview process. The same ranking criteria will apply, but discussions in the interview process will be considered when finalizing the rankings.
5. Contract Negotiations: The Village will negotiate scope and fee 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 until a firm is selected.