**Village of Waverly- Request for Qualifications**

The Village of Waverly is soliciting qualifications from qualified engineering firms for assistance in the following:

**Project Description:**

The Village of Waverly, in preparation of a New York State Community Development Block Grant (NYS CDBG) Community Planning Program award through their 2024 Consolidated Funding Application, is requesting proposals for the completion of a study on their public water infrastructure. The project includes evaluation and planning for the public water infrastructure. The Village has the following focus points for the grant:

* Prepare and provide the Village of Waverly with a Preliminary Engineering Report and Environmental Report to determine the scope and costs of needed improvements to the public drinking water system. The Preliminary Engineering Report and the Environmental Report will support the Village’s future funding applications to the U.S. Department of Agricultural Rural Development the NYS Environmental Facilities Drinking Water State Revolving Loan Fund, and NYS Office for Community Renewal Community Development Block Grant (CDBG) Program.

**Projected Schedule:**

The following are tentative, milestone dates for the progress of this project:

December 18, 2024- RQF Distributed

January 15, 2025- Statements of Qualifications due.

February 11, 2025- Qualifications reviewed by the Village of Waverly Village Board;

Selected firms will be interviewed; Consultant selected.

February 3, 2026- Preliminary Engineering Report completed for Village review.

May 9, 2026- Final Approval of Submitted Reports, Submission to Involved Regulatory and Grant

Agencies.

Note: The Village of Waverly must comply with a CDBG Grant Agreement and have all activities, with the exception of activities related to close out and final audit, completed within 2 years of the grant agreement.

**Submittal Content**

The Statement of Qualifications must be organized in sections containing the following information:

* Description of Firm. Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
* Experience. Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also, list all public- sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.
* Personnel. Provide a professional resume for the key people proposed to be assigned to the project (including any important sub- consultants) and describe relevant related experience. Describe key personnel’s proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
* Project Approach. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
* Project Schedule. Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of Personnel to be assigned to the project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluation your firm may be included in an appendix of the qualifications package.

**Submittal**

The submission must be received no later than 2pm on January 15, 2025, at the Village of Waverly, Attention: Michele Wood, Village Clerk, 32 Ithaca Street, Waverly, NY 14892-1532.

Submissions received after the deadline will not be considered

**Selection Process**

Submissions will be ranked based on qualifications. Firms will be evaluated on the basis of the following factors:

* Experience with the Village of Waverly
* Relevant Project Experience
* Qualifications of Project Team
* Familiarity with the Area and Project
* References
* Has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of section two hundred on-g of the labor law.

The Selection committee will be the Village of Waverly Village Board. The Village of Waverly expects to evaluate submission and provide written notification within fourteen (14) days of receipt. If interviews are held, they will be scheduled within 2 weeks of short-list notification.

The New York State certified Minority and Women-owned Business Enterprises (M/WBEs) utilization goal is a total of 30% (Breakdown: 15% MBE; 15% WBE). The contractor is encouraged to contact the Division of Minority and Women’s Business Development at (212) 803-2414 to discuss additional methods of maximizing participation by M/WBEs on the contract. A waiver is required if goals cannot be met.

**Equal Opportunity/Affirmative Action Employer**

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Village of Waverly encourages M/WBE and Section 3 firms to submit.

Questions regarding the project may be directed to:

Michele Wood, Clerk

Village of Waverly

32 Ithaca Street

Waverly, NY 14892-1532

(607) 565-8106

[mwood@villageofwaverly.com](mailto:mwood@villageofwaverly.com)