REQUEST FOR QUALIFICATIONS (RFQ)

Village of Scotia, New York

Schenectady County

Issued: March 24, 2026

PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES

I. INTRODUCTION

The Village of Scotia, New York ("Village") is issuing this Request for Qualifications (RFQ) from qualified professional engineering firms pursuant to the procurement requirements set forth in 40 U.S.C. 1101 et seq., and consistent with the New York State Environmental Facilities Corporation (EFC) Architectural/Engineering Services Procurement Guidance (effective October 1, 2024).

This procurement is qualifications-based. Price shall not be used as a selection factor.

The Village intends to select the most qualified firm to assist with pre-award funding coordination and full implementation of priority drinking water and wastewater (clean water) infrastructure projects.

II. PROJECT CONTEXT

The Village of Scotia is advancing a multi-year capital improvement program addressing both:

- **Drinking Water System Improvements** (DWSRF-eligible), and
- **Wastewater Collection and/or Treatment Improvements** (CWSRF-eligible).

The Village has existing Preliminary Engineering Reports (PERs) and related documentation for certain projects. However, the Village is seeking:

1. An evaluation of project groupings and sequencing to optimize:
    - IUP scoring
    - WIIA eligibility

    - SRF financing structure
    - Affordability impacts
    - Constructability and phasing
2. Preparation of updated Preliminary Engineering Report(s) reflecting:
    - Revised recommended alternatives
    - Updated cost estimates
    - Current regulatory requirements
    - Updated funding strategy alignment

The Village intends to pursue funding through:

- Drinking Water State Revolving Fund (DWSRF)
- Clean Water State Revolving Fund (CWSRF)
- Water Infrastructure Improvement Act (WIIA)
- Related State and Federal funding programs

III. SCOPE OF SERVICES

The selected firm will provide professional architectural/engineering services, including but not limited to:

A. Pre-Award Planning & Funding Support (Clean Water and Drinking Water)

1. **Evaluation of Existing PERs and Project Documentation**
    - Review existing drinking water and wastewater PERs.
    - Evaluate technical recommendations.
    - Assess project bundling/grouping options for scoring optimization.
    - Recommend revised phasing or grouping strategy for funding competitiveness.
2. **Preparation of Updated Preliminary Engineering Report(s)**
    - Update or consolidate PERs as appropriate.

- Revise alternatives analysis.
- Update cost estimates.
- Reassess hydraulic capacity and regulatory compliance requirements.
- Align recommended approach with current funding criteria and regulatory standards.

3. **IUP Listing & Scoring Optimization**
    - Preparation or update of DWSRF and CWSRF IUP listing materials.
    - Strategic alignment to maximize scoring.
4. **WIIA and SRF Application Preparation**
    - Preparation of WIIA submissions (drinking water and/or wastewater).
    - Support of DWSRF and CWSRF financing applications.
    - Coordination with NYSEFC and NYS Department of Health/DEC.
    - Preparation of required technical exhibits and supplemental documentation.

B. Engineering Design & Permitting (Post-Award)

For drinking water and/or wastewater components as funded:

1. Final design of recommended improvements.
2. Preparation of:
    - Plans and specifications
    - Engineer's Opinion of Probable Cost
    - Technical specifications
    - Contract documents
3. Regulatory coordination and permitting, including:
    - NYS Department of Health (drinking water)
    - NYS Department of Environmental Conservation (SPDES, wastewater)
    - SHPO/OPRHP

- NYSDOT (if applicable)

4. Environmental review updates as required (SEQR/SERP).

C. Bidding & Contract Award

1. Preparation of bid packages.
2. Assistance with advertisement and contractor selection.
3. Bid tabulation and evaluation.
4. Recommendation of award.
5. Assistance with contract execution.

D. Construction Administration & Observation

1. Construction administration.
2. Shop drawing review.
3. Field observation and site visits.
4. Change order evaluation.
5. Construction meetings.
6. Record drawings.
7. Project closeout documentation.

E. Funding & Grant Compliance (Both SRF Programs)

1. DWSRF and CWSRF compliance documentation.
2. WIIA compliance coordination.
3. AIS compliance documentation (if applicable).
4. Davis-Bacon compliance support (as applicable).
5. MWBE/DBE compliance coordination.
6. EFC A/E Procurement Certification documentation.

7. Reimbursement documentation and payment request preparation.
8. Final closeout reporting.

IV. PROCUREMENT PROCESS

This RFQ is being issued in compliance with federal qualifications-based selection requirements for architectural and engineering services.

The Village will:

1. Publicly announce this solicitation;
2. Evaluate and rank submitted qualifications based on publicly stated criteria;
3. Conduct discussions with at least three firms (if three or more qualified responses are received);
4. Select the most highly qualified firm;
5. Negotiate fair and reasonable compensation.

If negotiations fail, the Village will proceed in order of qualification.

Price shall not be included in qualifications submissions.

V. SELECTION CRITERIA

Qualifications will be evaluated using the following weighted criteria:

Criteria	Weight
Experience with municipal drinking water projects (SRF/WIIA)	20%
Experience with municipal wastewater projects (CWSRF/WIIA)	20%
Experience with NYSEFC funding programs (DWSRF & CWSRF)	20%
Qualifications of proposed project manager and key personnel	15%
Demonstrated understanding of integrated funding strategy and project grouping optimization	15%
References and past performance	10%

Criteria	Weight
Total	**100%**

VI. SUBMISSION REQUIREMENTS

Firms shall submit:

1. Firm overview and qualifications.
2. Resumes of key personnel.
3. Description of similar projects (drinking water and wastewater).
4. Experience with:
    - DWSRF
    - CWSRF
    - WIIA
    - Multi-project funding coordination
5. Discussion of approach to evaluating and optimizing project grouping.
6. Three client references.
7. Statement acknowledging compliance with 40 U.S.C. 1101 et seq.

Do not include fee proposals.

VII. SUBMISSION DEADLINE

Proposals must be received on or before **10:00am on Thursday, April 16, 2026**, at the Village Clerk's Office; 4 No. Ten Broeck, Scotia NY 12302 (via mail) or 207 Sacandaga Road Suite 104, Scotia, New York 12302 (physical delivery).

VIII. EEO, MWBE & DBE

The Village strongly encourages participation by NYS Certified MWBE and DBE firms.

IX. GENERAL CONDITIONS

The Village reserves the right to:

- Reject any or all submissions.
- Waive informalities.
- Re-issue the RFQ.
- Select or not select any firm.