

**CITY OF HORNELL, TOWN OF HORNELLSVILLE, &
VILLAGE OF NORTH HORNELL, NEW YORK**

REQUEST FOR QUALIFICATIONS

**Professional Engineering Services
Inter-Municipal Sewer Project**

Issuing Date	June 24th, 2026
Qualifications Due	July 24 th , 2026, at 4:00 PM (EST)
Project Funding	New York State Intermunicipal Water Infrastructure (IMG) Award and anticipated NYSEFC Drinking Water SRF Financing

1.0 NOTICE OF REQUEST FOR QUALIFICATIONS

The City of Hornell, Town of Hornellsville, and the Village of North Hornell, New York, are seeking statements of qualifications from qualified professional engineering firms licensed to practice in the State of New York for the provision of professional engineering services in connection with the Inter-Municipal Sewer Project.

The project has been awarded a New York State Intermunicipal Water Improvement Act (IMG) grant in an amount not to exceed \$6,712,800. It anticipates using New York State Environmental Facilities Corporation Drinking Water State Revolving Fund financing in conjunction with the grant. Other grants, including the DEC Water Quality Improvement Program and the HUD Community Development Block Grant funds, are also being applied for by the project sponsors.

The municipalities intend to award one professional services agreement to the most qualified firm for services associated with project design, permitting and regulatory coordination, bidding-phase services, construction administration, construction observation and inspection support, funding compliance support, startup and closeout support, and related engineering services as further described herein.

This is a qualifications-based selection. Respondents shall not submit a fee proposal with the initial submission. Following review, ranking, and interviews or discussions as determined appropriate by the selection committee, the municipalities intend to negotiate a detailed scope of services and compensation with the top-ranked firm. Any final consultant selection and contract award shall be subject to approval by the governing bodies associated with each of the three communities.

The municipalities reserve the right to reject any or all submissions, waive informalities and minor irregularities, request clarification, request interviews or presentations, cancel this solicitation, reissue this solicitation, or take any other action deemed by the municipalities to be in its best interests and in accordance with law.

2.0 PURPOSE AND PROCUREMENT BASIS

The purpose of this Request for Qualifications is to identify and select the most qualified engineering firm to assist the communities with the implementation of the Inter-Municipal Sewer Project.

Because the municipalities anticipate using EFC SRF financing in conjunction with IMG funding, the procurement of professional engineering services is being undertaken on a qualifications-based basis, consistent with applicable federal and State requirements for architectural and engineering services.

The selected consultant will be expected to enter into an agreement with the municipalities, subject to approval by the governing body of each community, containing all terms and conditions required by EFC and any other applicable federal or State funding, regulatory, procurement, labor, civil rights, MWBE, EEO, and related program requirements in effect at the time of contract award and during project implementation.

3.0 PROJECT BACKGROUND

The Wastewater Pollution Control Plant (WPCP), owned and operated by the City of Hornell, complies with New York State SPDES permit requirements and has adequate treatment capacity to accommodate projected design flows. However, the existing main trunk sewer lines serving the Town and Village lack sufficient conveyance capacity to transport these flows to the WPCP and therefore require upgrades. The collection system serves the City of Hornell, the Village of North Hornell, and portions of the Town of Hornellsville.

This project focuses on addressing significant deficiencies in the wastewater collection system, including undersized wet wells, aging pumping equipment (in some cases undersized), and main collection system trunk lines that have aged beyond their useful life and lack capacity for design flows. These improvements will ensure that the sewer system can adequately convey sewage from any future planned housing development and economic development activities in the three municipalities.

The proposed project intends to reline and replace sections of damaged sewer mains that currently experience inflow and infiltration from rain and groundwater. Extreme flooding, which may cause surcharges or other issues, may be mitigated by increasing capacity, relining, and spot repair as proposed.

The municipalities have also undertaken readiness steps, including updated engineering planning, coordination of environmental reviews, and related preliminary efforts. The municipalities may refine the final construction scope based on funding availability, regulatory input, constructability considerations, sequencing needs, and engineering evaluation performed by the selected consultant. The municipal partners seek a consultant with demonstrated experience in municipal sewer treatment and distribution projects, including projects involving NYSDEC coordination, EFC-funded work, regulatory compliance, phased implementation, and construction administration.

4.0 ANTICIPATED SCOPE OF SERVICES

The municipalities anticipate entering into one agreement covering the full range of engineering services needed to advance the project from final scope confirmation and design through bidding, construction, startup, and closeout. The final negotiated scope may be modified by the municipalities based on funding, priority, and project needs.

4.1 Project Initiation and Review

- Review of existing reports, application materials, prior studies, available record information, existing plans, operating information, and regulatory correspondence.
- Review and confirmation of project scope, priorities, sequencing, and implementation approach.
- Meetings with municipal staff, operators, funding representatives, and regulatory agencies as needed.
- Development and maintenance of a project schedule and coordination plan.

4.2 Engineering Evaluation and Design Development

- Confirmation and refinement of the preferred project scope.
- Additional engineering investigations, site visits, field review, and data collection as required.
- Preliminary, intermediate, and final design for the selected project components.
- Preparation of plans, specifications, contract documents, engineer's opinion of probable construction cost, and related technical materials.
- Integration of treatment, mechanical, electrical, instrumentation, controls, SCADA, site, civil, structural, and distribution-system-related work as applicable.
- Preparation of design memoranda, technical evaluations, and value engineering recommendations needed to support project decisions.

4.3 Permitting and Regulatory Coordination

- Coordination with NYSDEC, EFC, and any other applicable agencies.

- Preparation of technical documents required for agency review and approvals.
- Assistance with any supplemental environmental review, historic preservation, or permitting documentation required after award.
- Responses to agency comments and revision of design documents as needed.

4.4 Funding Compliance and Grant / SRF Support

- Coordination with the municipalities regarding EFC funding requirements.
- Assistance in assembling technical information needed for financing, grant compliance, procurement, and disbursement documentation.
- Support for the project's compliance with applicable MWBE, EEO, civil rights, and related reporting obligations by furnishing technical information, coordinating with each community's representatives, and incorporating required provisions into project manuals and construction documents as applicable.
- Coordination with any grant administration, fiscal, legal, or program compliance support retained by the communities.

4.5 Bidding and Contract Award Phase Services

- Preparation of final biddable documents.
- Support in advertising for bids.
- Responses to bidder questions and requests for information.
- Preparation of addenda as needed.
- Attendance at pre-bid meetings.
- Review of bids, preparation of bid tabulations, analysis of responsiveness and responsibility, and recommendation of award.
- Assistance with contract execution documentation.

4.6 Construction Administration and Observation / Inspection Support

- Attendance at project meetings.
- Review of shop drawings, product data, samples, and other contractor submittals.
- Responses to requests for information during construction.
- Preparation and evaluation of change orders, field orders, and related documentation.
- Review of contractor applications for payment.
- Construction administration services customarily associated with municipal infrastructure projects.
- Construction observation, resident project representation, and inspection support as negotiated with the community partners.
- Coordination with municipal staff and operators regarding shutdowns, sequencing, startup, and continuity of operations.

4.7 Startup, Closeout, and Record Documentation

- Support for startup, testing, and commissioning activities as applicable.
- Preparation or review of punch lists and substantial completion documentation.
- Review of record drawings and operation and maintenance materials.
- Assistance with final closeout, final payment recommendations, and technical documentation needed for funding agency closeout.
- Assistance with project audit support to the extent such support involves technical or engineering documentation.

4.8 Public Meetings and Stakeholder Coordination

- Attendance at meetings of the City Common Council, Town Board, Village Board, Board of Public Works, public information meetings, or funding and regulatory meetings as reasonably required by the municipalities.

- Preparation of presentation materials and technical explanations for project stakeholders.

4.9 Additional Services

- The municipal partners may negotiate additional engineering or related services if required for successful project completion, provided such services are procured and authorized in a manner consistent with applicable law and funding requirements.

5.0 MINIMUM CONSULTANT QUALIFICATIONS

To be considered responsive, each respondent shall demonstrate at a minimum that it:

- Is a professional engineering firm, or a team led by a professional engineering firm, properly authorized to practice in the State of New York.
- Has demonstrated experience with municipal wastewater treatment and or wastewater collection system improvement projects of similar scale and complexity.
 - Has demonstrated experience preparing plans and specifications and providing bidding and construction phase services for publicly bid municipal infrastructure projects.
 - Has experience with projects funded through NYSEFC and or comparable federal and State funding programs.
 - Has sufficient staff capacity and technical disciplines available to complete the work within the project's required schedule.
 - Can coordinate with regulatory agencies and funding entities and support compliance with applicable program requirements.

6.0 REQUIRED STATEMENT OF QUALIFICATIONS CONTENT

To facilitate a uniform review process, each submission shall include the following information in the order listed below.

6.1 Cover Letter Provide a brief transmittal letter signed by an authorized representative of the respondent. The letter shall identify the respondent, the primary contact person, mailing address, telephone number, and e-mail address, and shall state the respondent's interest in and commitment to the project.

6.2 Firm Overview Provide a concise description of the firm or consultant team, including office locations, years in business, ownership structure, and a summary of relevant practice areas.

6.3 Project Understanding and Approach Provide a narrative describing the respondent's understanding of the project needs and the respondent's general approach to delivering design through construction-phase services for this type of project. This narrative should address anticipated coordination with staff, operators, regulators, and funding agencies.

6.4 Relevant Experience Provide descriptions of at least five relevant projects completed or substantially completed within the past ten years involving municipal wastewater treatment facilities, collection systems, including force mains, main trunk line, pump stations, or similarly related infrastructure work. For each referenced project, include the client name, project title and location, a brief description of the work, construction cost or engineer's estimate, funding sources, services performed by the respondent, project schedule and status, key staff involved, and client contact information.

6.5 EFC / SRF / Grant Compliance Experience Describe the respondent's experience with EFC-funded projects and with the incorporation and administration of EFC-required contract provisions. Include experience, if any, with WIIA, IMG, DWSRF, CWSRF, BIL-equivalency or related federal requirements, and coordination of technical support for MWBE, EEO, civil rights, payroll, procurement, and closeout compliance on publicly funded infrastructure projects.

6.6 Project Team and Key Personnel Identify the proposed project manager and all key personnel expected to work on the project. Include an organizational chart and clearly indicate the role of each proposed team member and any subconsultants. Provide resumes for key personnel, including New York professional license information where applicable, relevant experience, and office location.

6.7 Capacity and Availability

Describe the respondent's current workload and ability to undertake the project on the municipal partners' anticipated schedule. Identify any major commitments that may affect timely performance.

- **References**

Provide at least five references from clients for similar projects, preferably municipal clients in New York State. Include a contact name, title, telephone number, email address, and brief project description for each reference.

- **Litigation / Claims / Contract Performance Disclosure**

Disclose any material contract disputes, claims, litigation, terminations for default, professional liability claims, or regulatory enforcement matters within the past five years that could reasonably bear on the respondent's ability to perform this work. If none, so state.

- **Required Certifications and Forms**

Include confirmation that the respondent is authorized to practice engineering in New York State; acknowledgment that no fee proposal is included and that compensation, if any, will be negotiated after selection; a completed non-collusive bidding certification or affidavit, if required by the project; acknowledgment of the participants' right to incorporate EFC mandatory terms and conditions and other required provisions into the final agreement; acknowledgment of the respondent's ability to support applicable MWBE, EEO, and encouraged SDVOB outreach and related compliance obligations; and any other forms specifically required by the communities in the advertisement or addenda.

7.0 EVALUATION CRITERIA AND SELECTION PROCESS

Submissions will be reviewed by an evaluation committee designated by the municipal partners. The review committee anticipates evaluating qualifications using the following criteria:

Criterion	Points
Understanding of the project needs and project approach	20
Relevant experience with similar municipal wastewater trunk line, force main, and pump station improvement projects	20
Experience with EFC-funded and other publicly funded infrastructure projects, including funding compliance support	15
Qualifications, experience, and availability of the proposed project manager and key team members	20
Demonstrated ability to provide design, bidding, construction administration, and observation and inspection support	10
Record of past performance, references, and ability to meet schedules and budgets	10
Familiarity with regulatory coordination and implementation in New York State	5
Total	100

The selection committee may, at its discretion, request clarifications from one or more respondents; conduct interviews, discussions, or presentations with shortlisted firms; rank firms based on written submissions alone or written submissions plus interviews; identify at least three most highly qualified firms when practicable; and negotiate a scope and fee with the top-ranked firm, subject to approval of the final agreement by each governing body.

If the municipalities are unable to negotiate an agreement with the top-ranked firm, the selection committee may terminate negotiations and proceed in order of ranking, or may reject all submissions and resolicit.

8.0 MWBE, EEO, SDVOB, AND RELATED COMPLIANCE REQUIREMENTS

The selected consultant shall comply with all applicable federal and State program requirements associated with the project and its funding sources.

Without limiting the foregoing, the selected consultant shall be expected to:

- Enter into an agreement containing all applicable EFC mandatory terms and conditions in effect at the time of contract award.
- Cooperate with the municipal partners and their designated compliance representatives regarding applicable MWBE, EEO, civil rights, and related requirements.
- Provide technical and administrative support necessary for the communities to incorporate applicable compliance provisions into bidding and contract documents.
- Furnish technical documentation reasonably required to support grant, financing, disbursement, audit, and closeout processes.
- Support the project's outreach and good-faith efforts relating to MWBE participation and, where applicable, encouraged SDVOB participation.
- Coordinate with the municipal partners concerning any Equal Employment Opportunity staffing plans, utilization plans, reporting forms, and related compliance documentation applicable to the consultant's contract or to construction contracts developed under the project.

The communities anticipate that the project will be subject to MWBE and related requirements applicable to EFC-funded projects utilizing SRF financing. The final contract and all downstream procurement documents shall reflect the then-applicable program requirements.

9.0 GENERAL CONDITIONS

9.1 No Fee Proposal at This Time

Do not include any fee schedule, cost proposal, or pricing information in the submission. Compensation will be negotiated only with the selected firm following a qualifications-based ranking.

9.2 Project Partners Reservations of Rights

The municipal partners reserve the right to reject any or all submissions; waive minor informalities or irregularities; request additional information from respondents; request interviews or presentations; amend or withdraw this RFQ; issue addenda; request revised submissions; negotiate contract terms with the selected respondent; negotiate with the next-ranked respondent if negotiations with the first-ranked respondent are unsuccessful; and not proceed with the project in whole or in part.

9.3 Costs of Response

All costs incurred in preparing and submitting a response shall be borne solely by the respondent.

9.4 Freedom of Information Law

Submissions may constitute public records subject to disclosure pursuant to the New York State Freedom of Information Law, except to the extent that portions are properly exempt from disclosure under applicable law.

9.5 Accuracy of Information

The project partners have made reasonable efforts to present accurate information in this RFQ. However, respondents are responsible for their own review of available information and for making any independent inquiries they deem necessary.

9.6 Final Contract

Any contract resulting from this RFQ shall be subject to approval by the governing bodies of each municipal partner and shall contain such terms and conditions as the partners deem necessary or appropriate, including all applicable federal, State, and EFC requirements.

10.0 SUBMISSION INSTRUCTIONS

Respondents shall submit one electronic PDF copy of their statement of qualifications in accordance with the instructions below. The submission package shall be clearly labeled “RFQ – Professional Engineering Services – Inter-Municipal Sewer Project.”

10.1 Submission Address

Electronic Submission:

hreynolds@cityofhornell.com

Hardcopy submissions are not required.

10.2 Deadline

Submissions must be received no later than July 24, 2026, at 4:00 PM. Late submissions may be rejected.

10.3 Questions and Requests for Clarification

All questions regarding this RFQ shall be directed in writing to Heather Reynolds, City Planner, at hreynolds@cityofhornell.com or (607) 324-7421. Potential respondents may reach out to request additional available background information regarding the project.

11.0 CONTACT INFORMATION

For purposes of this RFQ, the project’s contact for technical questions is:

Heather Reynolds, Planner

City of Hornell

82 Main Street

Hornell, New York 14843

Phone: (607) 324-7421

Email: hreynolds@cityofhornell.com