

**Village of Watkins Glen – Request for Qualifications**

The Village of Watkins Glen is soliciting qualifications from engineering firms for assistance in the final design, bidding, construction, administration, and construction inspection services for the construction of sewer, electric, and water implementations within the Clute Park Campground. We are looking for a firm that is designing the layout of 60 sites, ensuring that all of the utilities are properly laid out. The scope will only be for additional campground sites to be added to existing site layout. Mapping for the Phases below will be provided. Interested firms should submit a zip file, along with hard copies of RFQ (sealed and addressed to the Village Clerk/Campground Expansion – 303 N Franklin Street Watkins Glen, NY 14891 (timeline below)

**Clute Park Campground Expansion - Project Description**

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This proposed project consists of executing surveyed work adjacent to current campground sites within Clute Park for the addition of 60 camping sites. The work will include construction and all soft costs associated with relining existing gravity sewer mains, water hook up, and electrical work at each of the sites; including the rehabilitation of existing manholes, and replacing sanitary lateral stubs for existing sewer customers. The project will increase the amount of camping sites in three phases. Phase I will be 25 campground sites within existing leased area (under 1 acre of work). Phase II will be 18 sites within existing leased area, contingent on Park Maintenance relocation. Phase III will be 17 sites located around the changes in lease location with Cargill Inc. Note only Phase I is to be completed by the Spring/Summer of 2022.

The entire plan needs to be completed as scope of this project with submitted drawings for construction, based on the completed survey work. Fee proposals must be provided. The work complete will comply with Department of Health guidelines of site measurements and gravity flow requirements to existing sewer, power, and water locations.

**Projected Schedule**

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

November 2, 2021	RFQ Approved by the Village Board, Notice to paper Nov 5
November 10, 2021	RFQ Distributed – publications
December 7, 2021	Statements of Qualifications due
January 4, 2022	Selected firms will be interviewed. Consultant Awarded
February 1, 2022	Submit Final Design to Review Agencies as required
February 15, 2022	Bidding and Notice to Proceed
March 15, 2022	Permits Secured – DOH, Begin Construction
May 6, 2022	Final Restoration/Closeout of Construction Contract. Submission to Involved Regulatory and Grant Agencies

**Note:** The Village of Watkins Glen is hopeful to have all activities, with the exception of activities related to close out and final audit, completed by May 6, 2022.

## **Submittal Content**

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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 project. The schedule should reflect realistic activity durations.

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

If partnering with a qualified MWBE or Section 3 firm, please include their applicable information, including resumes for key personnel, into your response.

## **Submittal**

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Qualification packages are due by 3:00 p.m. on Tuesday, December 7, 2021. Late submittals will not be accepted. Two hard copies and one clearly-labeled thumb drive electronic copy in a sealed envelope must be delivered to:

“Clute Park Campground Expansion”  
Village of Watkins Glen  
303 North Franklin Street  
Watkins Glen, NY 14891

## **Selection Process**

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

- Experience with the Village of Watkins Glen 5
- Relevant Project Experience 5
- Qualifications of Project Team 4
- Familiarity with Area and Project 4
- References 3

The selection committee will be the Village of Watkins Glen Village Board and the Parks and Event Center Manager. The Village expects to evaluate submissions and provide written notification before December 30, 2021. If interviews are held, they will be scheduled within 2 weeks of short-list notification.

**Equal Opportunity/ Affirmative Action Employer**

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All qualified engineering firms will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Village of Watkins Glen encourages M/WBE and Section 3 firms to submit including partnering with qualified MWBE and/or Section 3 firms.

**Additional Information**

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Questions regarding the project may be directed to:

Craig Bond, Parks and Event Center Manager  
Village of Watkins Glen  
303 N Franklin Street  
Watkins Glen, NY 14891  
(607) 535-4438  
[parkmanager@watkinsglen.us](mailto:parkmanager@watkinsglen.us)