

VILLAGE OF KENMORE, ERIE COUNTY, NEW YORK
REQUEST FOR QUALIFICATIONS – QUALIFIED ENGINEERING FIRMS
NYS ENVIRONMENTAL FACILITIES CORPORATION I&I PHASE 4
ENGINEERING SERVICES – EFC Project No. 2276, I&I PHASE 5
ENGINEERING SERVICES – EFC Project No. Unknown, I&I PHASE 6
ENGINEERING SERVICES – EFC Project No. Unknown, & POSSIBLE
FUTURE WASTEWATER RELATED EFC PROJECTS

July 10, 2026

I. PROJECT OVERVIEW

The Village of Kenmore is seeking qualifications-based procurement proposals from qualified engineers to provide professional services for the above-referenced planning project and a range of active and potential future Village wastewater projects. The selected firm(s) will be awarded a contract to provide the services described in this proposal for a term of three years (3) with an option to renew for an additional three (3) years at the discretion of the Village. A selection panel will review and evaluate the proposals and submit a recommendation for a single or multiple engineering firms for the Village's various projects. This recommendation will be made to the Village Board of the Village of Kenmore.

The Village of Kenmore has been awarded a NYSEFC Environmental Planning Grant in the amount of \$100,000.00 to develop an engineering study which includes a I&I survey and the preparation a preliminary engineering report in accordance with EFC report requirements.

The Sanitary Sewer Evaluation Study will involve the investigation of the current conditions of the sanitary sewer collection system and development of an asset management plan with inflow and infiltration as well as capacity limitations and infrastructure needs for a portion of the Village's sewer system. Findings of the EPG Study will be put into a NYSEFC Engineering Report for an Intended use Plan listing, and CWSRF application for eventual loan and grant assistance. If adequate funding is secured, it is the Village's intent to utilize the firm selected for the EPG grant funded study for future wastewater projects as well.

The EPG planning grant report must follow EFC's current Engineering Report Outline (copy of EFC engineering report guidelines can be found at: <https://www.efc.ny.gov/EPG>). The project will be subject to any current participation requirements by Minority and/or Women Owned Business Enterprises (MWBE) and/or Service-Disabled Veteran Owned Businesses (SDVOB).

The report must follow EFC's current Engineering Report Outline requirements and must contain the following items as part to the study scope:

- 1) Consider storm and flood resiliency (sea level rise, storm surge, potential for flooding impacts, or other extreme weather event)
- 2) A comprehensive analysis of the following alternatives:
 - a. No-action alternative.

- b. Green infrastructure, in combination with gray infrastructure or individually, is required for projects involving stormwater, including stormwater inflow to sewer systems. A justification must be provided if a green infrastructure component is not part of the recommended alternative.
- c. Repair or replacement versus new construction.
- d. Regional consolidation opportunities

Any alternatives considered technically infeasible should be identified as such and the rationale briefly discussed. Smart Growth alternative(s) must be considered and documented in the engineering report.

Any final engineering agreement must have the current copy of the NYS EFC terms and conditions attached as a supplement to the agreement.

In addition to the I&I Phase 4 EPG, the Village is also seeking RFQs for the design/bidding/construction services for I&I Phase 5 and Phase 6 EFC projects. Active and future wastewater projects are anticipated to be funded with NYS and/or Federal loan and grant funds. All project bidding, construction administration, and inspection/closeout activities associated with future projects must be performed in accordance with NYSEFC requirements and regulations.

In keeping with these requirements, the qualifications-based federal procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Village will select a consulting engineering firm to design, bid, administer and close-out various wastewater projects to be undertaken by the Village. Proposals will be received from all firms which wish to be considered for this engagement. Qualified Minority and Women Owned Business as well as Section 3 Businesses are encouraged to submit a proposal.

Questions regarding this solicitation may be directed to the Village of Kenmore Village Clerk's Office, 2919 Delaware Avenue, Kenmore New York 14217; (716) 873-5700 or by email at: kjohnson@kenmoreny.gov

II. CONSULTANT SELECTION CRITERIA

Consultants must demonstrate their level of competence and qualification, and each subcontractor's level of competence and qualification, with respect to the listed evaluation factors for the needed services.

NOTE: These factors are not listed in order of importance.

Evaluation factors include:

1. Be a New York State licensed engineering firm that possesses the ability to serve as Engineer-of-Record for the Village's projects.
2. The consultant's project understanding and project approach.
3. The ability of the selected firm to provide the technical skills necessary to perform water and wastewater capital improvements or maintenance projects, or evaluate such projects on a very short notice, and on an as-needed basis as determined by the Village.

4. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
5. Experience of the consultant's professional staff with wastewater collection system studies and the design of identified system improvements.
6. Record of success by the consultant, demonstrated by work previously performed for the Village or similar work performed for others.
7. Individual within the consultant's organization who will have direct charge of the work.
8. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
9. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
10. Pertinent new ideas that may be presented by the consultant during the selection process.
11. Whether the consultant has an effective quality control program.
12. The consultant's demonstrated record of keeping construction costs within project budgets and design estimates.
13. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
14. Understanding of the importance of safety in design and constructability.
15. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.
16. Submit a list of communities/clients where you have provided similar wastewater design services over the last three years.

After initial review of the submittals, a short list of consultants will be developed for further consideration. These firms may be invited for an interview. The best qualified firm or firms will be selected based on its demonstrated competence and qualification for the services required for the project. A more detailed scope of work and fee schedule will be negotiated with the best qualified firm or firms. If negotiations are not successful with any selected firm, the Village will terminate negotiations with that firm and initiate negotiations with the next best qualified firm. When a fair and reasonable fee is established, a contract award recommendation will be made to the Village of Kenmore Village Board for its consideration.

III. ENGINEERING FIRM INSURANCE REQUIREMENTS

The firm must meet the following insurance requirements.

1. Proof of Workers Compensation insurance coverage.
2. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. The Village must be listed as additional insured and endorsement required.
3. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage. The Village must be listed as additional insured and endorsement required.
4. Professional Liability not less than \$2,000,000 per loss.

IV. PROPOSAL EVALUATION

The selection of the Consultant will be based upon the following criteria: successful performance in providing Engineering Services for similar projects; knowledge and familiarity with the Village's sanitary sewage collection system, technical capability (including experience) of the Project Manager and Project Team; the availability of the Consultants Staff and resources to assist the Village of Kenmore; and experience with NYSEFC Funded Projects and the EPG grant program in particular. The relative weight of each criterion to be used by the Village in evaluating the proposals will be as follows:

- Knowledge and familiarity with the Village of Kenmore's collection system
Maximum Points: 25
- Project Management Approach: Response as outlined regarding the Firm's Project Management Approach and the performance of the identified services as well as the timeliness of project deliverables
Maximum Points: 25
- Availability of Staff and Experience of the Project Team: Having the right team helps deliver a project within budget and on schedule. The Village will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work identified. Considerations will include the individuals' qualifications, experience, and location of key personnel.
Maximum Points: 25
- Experience with NYSEFC Funded Projects: The Firm's familiarity and experience in successfully satisfying NYSEFC engineering report and MWBE requirements will be reviewed and ranked.
Maximum Points: 25

Following the review of the Statement of Qualifications, no guarantee of future work assignments or projects can be made, however, the assignment of projects will be based on the Village's needs.

The selection of the consultant will be valid for a period of three (3) years from the date of Village Board approval and the Village reserves the right to renew the selected consultants for an additional three (3) years.

V. PROJECT SCHEDULE

Below outlines the projected schedule.

DATE	DESCRIPTION
July 13, 2026	Request for Qualifications Advertised
July 24, 2026	Statement of Qualifications Received
July 27, 2026	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
August 4, 2026	Award to consultant at Village Board Meeting

VI. MBE/WBE

The Village of Kenmore is an equal opportunity employer and supports the use of Minority Business Enterprise, Women's Business Enterprise firms as part of your proposal.

Minority and Women's business enterprises and Section 3 firms are strongly encouraged to apply.

VII. SUBMISSION

Please provide a copy of your qualifications and related materials via electronic or hard copy. Proposals may be transmitted electronically in a PDF format consisting of a Statement of Qualifications or four (4) bound copies of your qualifications statement via mail in a sealed envelope no later than 3:00 pm, July 24, 2026, the submittal deadline date. Please mark your response **"REQUEST FOR ENGINEERING QUALIFICATIONS – VILLAGE OF KENMORE"** and send or mail your response to:

Kathleen Johnson, Village Clerk/Treasurer
Village of Kenmore
2919 Delaware Avenue
Kenmore, NY 14217
Tel: (716) 873-5700
Email: kjohnson@kenmoreny.gov

VIII. RIGHTS

The Village of Kenmore shall be the sole judge of whether a submittal conforms to the requirements of this RFQ and of the merits and acceptability of the individual submittals. Notwithstanding anything to the contrary contained herein, the Village reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the

Village may select; to accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with this RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; reject any or all proposals and cancel this RFQ, in whole or in part, for any reason or no reason, in the Village's sole discretion. The Village may exercise any such rights at any time, without notice to any respondent or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation.