



Village of Johnson City

REQUEST FOR QUALIFICATIONS (RFQ) –

**Professional Engineering and Design, Bidding and
Construction Administration and Inspection Services**

March 20th, 2026

I. INTRODUCTION

The Village of Johnson City, Broome County, New York is seeking Statement of Qualifications from engineering firms to provide professional services including engineering and design, bidding and construction administration and inspection services for the Corliss Area Combined Sewer Retrofit Project.

Downtown Johnson City is one of the Village's most concentrated areas for development and the continued growth has led to strains on the existing stormwater infrastructure. Currently the area near Corliss Avenue in Johnson City is serviced by a combined sewer collection system and the main lines can no longer effectively convey stormwater out of the area during wet weather events. The Village seeks to improve drainage by separating the interconnected sewer system and replacing undersized and/or deteriorated lines within the subject area. The Village intends to retain an engineering firm with significant experience with CSO abatement, sewerage and drainage design and construction services, and general environmental project experience. The use of green infrastructure practices should be considered throughout the design process.

II. PROJECT SCOPE

Required professional services may include but are not limited to sewer engineering services, design and construction related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications.

Work associated with the Corliss Area Combined Sewer Retrofit Project will include supplementing existing survey data for Corliss Avenue with information on the existing adjacent stormwater outfalls and assisting the Village in determining the best route for discharging the separated stormwater flows. The consultant will also be responsible for evaluating the existing stormwater pipes for capacity and design any necessary expansions or improvements. The consultant will work closely with DPW staff to review existing plans and CCTV information.

The project referenced in this RFQ is anticipated to be funded with NYS and/or Federal loan and grant funds. All project bidding, construction administration, and inspection/closeout activities associated with the project must be performed in accordance with NYS EFC, DEC, and DOH regulations. In keeping with these requirements, the qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall also apply.

Because of the complexity and proximity to other large-scale projects, the nature of sewer separation projects, and agency approvals, it may be necessary to expand the initial scope of improvements as work progresses.

III. PROJECT TIMELINE

1. Release of RFQ	March 20, 2026
2. Pre-bid Site Meeting (If requested) *	March 31, 2026 *
3. Questions and Clarifications Due	April 3, 2026
4. Final Interpretations and Addenda Issued	April 8, 2026
5. Qualifications Due, Evaluation Begins	April 15, 2026
6. Governing Body Action	May 5, 2026

Construction is expected to take place in the summer of 2027 or the spring of 2028, depending on the final scope of work.

IV. SUBMITTAL REQUIREMENTS

Please provide a copy of your qualifications and related materials via ONE electronic and TWO hard copies. Qualifications may be transmitted via mail in a sealed envelope no later than 3:00 PM, April 15, 2026 the submittal deadline date. Please mark your response “**REQUEST FOR QUALIFICATIONS – Corliss Area Combined Sewer Retrofit**” and drop off or mail your response to:

Village of Johnson City
Attn: Allison Button
60 Lester Avenue
Johnson City, New York 13790

The following information is required with each submittal:

- Statement of firm’s interest in performing the work.
- Statement of firm’s technical qualifications to perform the services identified, including all other similar or comparable projects performed within the past ten calendar years that would indicate relevant experience by the firm and assigned personnel.
- The firm’s approach to the project, including an organizational chart indicating the duties of key personnel. A list of the firm’s personnel proposed to be assigned to the project and an indication of their qualifications and experience on other comparable projects within the past ten calendar years.
- The individuals to be assigned primary responsibility as project manager(s) must be specified.
- Experience of the proposed staff.
- An indication of the availability of the firm personnel and resources to complete the work within the period indicated. A list of references with respect to other similar or comparable projects completed within the past ten calendar years.

V. QUALIFICATIONS AND SELECTION PROCESS

In accordance with New York State General Municipal Law Section 104-b, this RFQ is designed to identify New York State licensed professional architectural and engineering (A/E) firms best qualified to provide the services necessary for the design and implementation of improvements to the Village of Johnson City Sewer System and the Joint Sewer Treatment Plant. The consultant must demonstrate experience in all of the following fields: planning, landscape architecture, engineering, urban design and stormwater management.

Submittals responsive to the requirements of this RFQ will be evaluated and scored in accordance with the Village of Johnson City’s internal evaluation criteria.

During or after the review of responses, the Village of Johnson City may submit written questions and requests for clarification, and may conduct interviews.

The Village of Johnson City shall evaluate each respondent in terms of:

Technical Factors	<u>Maximum Points</u>
1. Relevant Experience of the Firm	20
2. Approach and Methodology	20
3. Staffing Plan and Experience	15
4. Understanding of Project Background and Location	15
5. Ability to Conform to the Village of Johnson City's Schedule	15
6. Commitment to Comply with all Applicable Federal, State and Local Regulations	15
Total Maximum Points	100

After evaluation of selected Submittals, the Village of Johnson City reserves the right to award without delay. The Village of Johnson City will issue a Letter of Intent to Award when costs are negotiated and accepted by the Village of Johnson City.

VI. INQUIRIES

Any inquiries or requests for explanation regarding this RFQ must be received by 3:00 p.m. local time, Friday, April 3rd, 2026. No oral interpretation or clarifications will be given. Prospective responders desiring further information or interpretations must make requests by e-mail. All inquiries together with Village of Johnson City's response will be issued to all prospective responders well in advance of the date for proposal submission. Requests for information should be addressed to:

Allison Button – Community Development Administrator

cdevadmin@villageofjc.com