

REQUEST FOR PROPOSAL

Engineer of Record

RFP Issued: August 14, 2024
Responses Due: September 13, 2024

Contact Information

Questions can be referred to Eryssa LeBeau, Village Treasurer
Email: vilfredonia@netsync.net
Telephone: (716) 679-2314

Village Background

The Village of Fredonia is located within the town of Pomfret in Chautauqua County, New York just off the coast of Lake Erie. The Village of Fredonia is home to approximately ten thousand community members who enjoy the historic small town feel of the Village. Downtown Fredonia features a well-preserved core of Victorian era buildings and public spaces including the historic Barker Common, the White Inn, and the 1891 Fredonia Opera House. The Village of Fredonia is home to the State University of New York at Fredonia, which is a vibrant liberal arts school. Fredonia is located just south of Lake Erie, and just north of the Chautauqua Ridge, which leads to a unique climate and agricultural environment.

The Village of Fredonia website is:

[VILLAGE OF FREDONIA, NY - Main \(villageoffredoniany.com\)](http://VILLAGE OF FREDONIA, NY - Main (villageoffredoniany.com))

Overview

The Village of Fredonia seeks an engineering firm to be of technical assistance to various Village of Fredonia Departments on an “on call” basis. This firm would provide preliminary and supportive engineering reports for water, wastewater and other general infrastructure improvements.

The Village of Fredonia’s interest in a resilient future, necessitates, and a long-term collaborative relationship with an expert engineering firm that will work in close partnership with local municipal agencies and planning firms.

Project Goals

The Village of Fredonia is seeking a qualified New York State Licensed engineering firm to be the engineer of record for the Village of Fredonia.

- Assist the Village in identifying and prioritizing projects in need of engineering reports
- On-site Engineering Inspection and Investigation

- Engineering Review, Calculations, and Conclusions
- Periodic Engineering Recommendations
- Cooperate in Developing an Inspection and Maintenance Plan (“I&M Plan”), and an Emergency Action Plan (“EAP”)
- Recommend Courses of Action

Evaluation Metrics

We will evaluate proposers based on the following criteria:

- Examples of similar work
- Proposed approach and process
- Experience and technical expertise
- References
- Ability to provide ongoing support
- Cost effectiveness

Submission Requirements

Please submit your proposal by 3:00 PM EST on September 13, 2024 to vilfredonia@netsync.net

Or mail to:

Village of Fredonia

P.O. Box 31

Fredonia, N.Y. 14063

Attn: Village Treasurer

You are welcome to use whatever proposal format your agency prefers, but at a minimum, we’d like to see the following in your proposal.

- Samples of similar work
- Summary of your process and project management approach
- Three references
- Bios of key team members who will work on our project
- Options for ongoing support
- Compensation

Thank you for your potential interest in working with the Village of Fredonia.