

**Town of Schroepel  
Town Board Meeting  
September 12<sup>th</sup> 2023**

**Present:** Town Supervisor Cary Redhead, Town Board Members Zachary Gelling, Lewis Hoyt, Nicklaus Hoyt, JoAnn Nazarian and Town Clerk Darlene Owens.

At 6:00 p.m. Redhead called the meeting to order with the Pledge Allegiance.

**SEOR Motion:**

Gelling made a **Motion** that all actions taken tonight are excluded, exempt or Type II actions for the purpose of the State Environmental Quality Review Law unless otherwise stated, seconded by N. Hoyt. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt.

Redhead said that all Town Board Members were in attendance and named them all for the recording.

**Budget Modification: Constables**

Additional Funding for training of the new Constables. N. Hoyt made the **Motion** to accept the Budget Modification seconded by Gelling. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt. (Attached to minutes)

**Privilege of the Floor:** Lynda Tomlinson

Tomlinson wanted to know why one of her neighbor's property value doubled in taxes when they have not done anything. The Town Board will look into it.

**JoAnn Nazarian: 2024 Budget Workshop**

Nazarian said that the 2024 Budget Workshop dates are Tuesday October 3<sup>rd</sup> from 1:00 to 3:00 pm, Thursday October 5<sup>th</sup> 1:00 to 3:00 p, Wednesday October 11<sup>th</sup> 6:00 to 8:00 pm, Friday October 13<sup>th</sup> 1:00 to 3:00 pm and Wednesday October 18<sup>th</sup> 6:00 to 8:00 pm. Nazarian made the **Motion** to accept the dates seconded by Gelling. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt.

**RFQ**

Nazarian said in order to qualify for future state and or federal funding, funding agencies are now requiring engineering services be procured through a Quality Based Selection. The Town is required to advertise a Request for Qualifications. Nazarian said the Town of Schroepel is issuing this RFQ based procurement of an engineering firm to assist with engineering task associated with engineering tasks associated with design and construction phase services for the development of the future water district / service area. Qualifications must be received via email to the Town Clerk Darlene Owens, [dowen@townofschroepel.com](mailto:dowen@townofschroepel.com) or delivered to the Town of Schroepel office, 69 County Route 57A, Phoenix, NY 13135 by September 29<sup>th</sup> at 4:00 pm. Nazarian made the **Motion** to accept the RFQ seconded by Redhead. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt. (Attached to Minutes)

**Town Park Walkway**

Nazarian said Hoyt the Highway Superintendent gave us a quote to pave the walkway in the park for \$55,239.21. Nazarian said he will put down 3 inches of Type #6 and if we want the walkway around the playground it will be an additional \$6,000.00. Nazarian said she contacted C&S to determine if the paving would impact the CFA grant that the Town submitted. C&S said it should look good as the town is trying to improve the park. Nazarian said this project will be paid for out of the ARPA fund allocated for the park and part of the funds would be returned as revenue for the Highway Department. Nazarian made the **Motion** for Highway to do the walkway and playground in the amount of \$61,239.21 seconded by Gelling. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt.

At 6:18 Redhead made the **Motion** to adjourn the meeting seconded by Gelling. All ayes: Redhead, Nazarian, Gelling, L. Hoyt and N. Hoyt.

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Respectfully submitted,

Darlene M. Owens  
Town Clerk

**BUDGET MODIFICATION REQUEST 2023 BUDGET YEAR**

Account to Credit	Account to Debit	Account Description	Amount to Credit	Amount to Debit
	03104.01.004.00	Police & Const. CE Park		\$ 2,150.00
019904.01.004.00		Contingency	\$ 2,150.00	

**Explanation for Request:**

Reason

Additional funds for training of new constables

**APPROVAL**

Town Board Members:	Date:
Cary Redhead <i>Cary Redhead</i>	9/12/23
Joann Nazarian <i>Joann Nazarian</i>	9/13/23
Zachary Gelling <i>Zachary Gelling</i>	9/13/23
Lewis Hoyt <i>Lewis Hoyt</i>	9/13/23
Nick Hoyt <i>Nick Hoyt</i>	9/18/2023

Comptroller: *Brenda Weissenberg* 9/12/23

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**TOWN OF SCHROEPPEL**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**ENGINEERING SERVICES FOR CR 57/HUNTLEY ROAD WATER DISTRICT AND DEVELOPMENT OF FUTURE WATER SYSTEM EXPANSION PROJECT**

The Town of Schroepfel is issuing this Request for Qualifications for the qualifications-based procurement of an engineering firm to assist with engineering tasks associated with design and construction phase services for the CR 57/Huntley Road Water District, and planning, design, and construction phase services for development of a future water District/Service Area.

**Qualifications must be received via email to Town Clerk Darlene Owens, [dowens@townofschroepfel.com](mailto:dowens@townofschroepfel.com) or delivered to the Town of Schroepfel Town office, 69 County Route 57A, Phoenix, NY 13135, by September 29, 2023 at 4:00 pm Eastern Standard Time.**

Any response not meeting the minimum requirements for consulting engineer's prior experience as outlined in this request will be rejected. The Town of Schroepfel reserves the right to reject any and all Qualifications.

If you have any questions regarding this Request for Qualifications, please contact Town Supervisor Cary Redhead at [credhead@townofschroepfel.com](mailto:credhead@townofschroepfel.com). All questions shall be submitted in writing.

**QUALIFICATIONS FROM CONSULTING ENGINEERS**

The Town of Schroepfel is in the process of pursuing municipal water throughout areas of the Town not currently on a public system. The Town is in the process of, or has applied for, state and federal funds for projects of this type, and may continue to do so as funds are appropriated and notice of funding opportunities are issued.

As such the Town of Schroepfel seeks to contract with an Engineering Firm for professional services which include: grant assistance, funding assistance, engineering studies, and engineering planning, designing, and construction administration and construction observation services.

All firms interested in being considered must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The purpose of the qualification-based process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed and the firm determined most qualified will be asked to prepare a proposal which would include fees for said services for specified scope(s) of work.

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### PROJECT BACKGROUND

The Town of Schroepfel obtained grant and low interest loan from USDA-RD for the CR 57/Huntley Road Water District in March 2022. The District was recently successfully formed via a referendum. The Town is now interested in moving forward with the design and construction phases of the water District project. In addition, the Town may wish to seek additional funding through the New York State Environmental Facilities Corporation (NYSEFC), or other funding sources, for the completion of the project.

A Preliminary Engineering Report (PER) was completed for the project by Capital Consultants Architecture and Engineering (C2AE), dated June 2021, and is available at the Town offices for review.

Furthermore, the Town is interested in the planning, design, and construction of a future water District/Service Area within the Town.

### SUBMISSION REQUIREMENTS

At a minimum, qualification submittals shall include the following firm information; highlighting the firm's capabilities in the following general service offerings:

- Firm (or Branch Offices) Name and Address
- Year Established
- Drinking Water – Treatment and Distribution Design
- Funding Assistance
  - Application/Writing
  - Administration Support
- Federal, State, and Local grant/funding studies, assessments and report preparation including:
  - Preliminary engineering reports
  - Environmental assessment and statement
  - Public engagement
- Construction administration and observation experience for drinking water infrastructure projects

All work to be undertaken as part of this proposed program must be in accordance with applicable State and Federal requirements.

Consulting Engineer's Minimum Qualifications:

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1. The person responsible for project coordination must have a minimum of five (5) years' experience with federal/state funding programs as they relate to drinking water infrastructure projects.
2. The firm must have successfully provided services for a minimum of three (3) state and/or federally funded drinking water infrastructure projects in the past 5 years. The firm will not be accepted if there have been any unresolved audit exceptions relative to services.
3. The firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the firm has performed similar work as outlined in this RFQ. Include address and telephone number.
4. Format for Professional Qualifications for the consulting firm shall at a minimum include the following:
  - i. Key personnel to be assigned to project and brief resumes of their qualifications and experience.
  - ii. The firm's experience in the development, design and construction of state and/or federally funded drinking water infrastructure projects.

Final Selection: Final selection of the Firm will be based upon the maximum total points scored as set forth in the following "Rating System". The Town of Schroepfel reserves the right to negotiate contract(s) with the firm deemed the most qualified to perform the professional services required.

### ENGINEERING SERVICES SELECTION RATING SYSTEM

1. Grant Writing and State/Federal Funding Administration Assistance: Maximum 20 Points.
2. Firm's Project Completion Background: Maximum 20 Points.
3. References from Similar Service Contracts: Maximum 20 Points.
4. Firm's Familiarity with Community's Needs: Maximum 20 Points.
5. Availability of Staff and Experience of the Project Team: Maximum 20 points.

### MAXIMUM TOTAL POINTS 100 POINTS

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

### SCHEDULE

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Qualifications must be submitted via email or dropped off by 4:00 pm Eastern Standard Time September 29, 2023. The preferred consultant will be selected shortly after submittals are evaluated and interviews are completed. The consultant should be prepared to submit more detailed contract information and begin work immediately upon selection.