

**Request for Qualifications (RFQ)
Engineering Services for Sewer District #1
Town of Watertown**

I. PROJECT DESCRIPTION

The Town of Watertown is issuing this Request for Qualifications for the qualifications-based procurement of an engineering firm to assist with engineering tasks associated with the Town's Sewer District #1 Improvement project and possible additional wastewater improvements as the need arises.

Utilizing a qualifications-based process, the Town will select a consulting engineering firm licensed in the State of New York to design, bid, administer and close-out projects as the needed.

The Town of Watertown has received a consent order failing to comply with their SPDES permit limits. The Town engaged BCA Group to prepare an engineering report titled "Sewer District No. 1 Improvements". Within the report, BCA recommends the Town proceed with the construction of a new wastewater treatment method utilizing a "Taron Activated Sludge Filter System". The Town is looking to undertake these recommended improvements to fulfill their consent order and provide immediate and long-term corrections. The Town is anticipating utilizing various funding agencies to finance this project, and the selected engineering firm will be responsible for designing, bidding, administering and closing out the project in accordance with various funding agency requirements.

The projects referenced in this RFQ 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 the project must be performed in accordance with NYSEFC, Community Development Block Grant, and/or USDA Rural Development requirements and regulations.

In keeping with these requirements, the qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Town will select a consulting engineering firm to design, bid, administer and close-out various water and wastewater projects. Proposals will be received from all firms which wish to be considered for this engagement.

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. Serve as Engineer-of-Record for the Town for each project.
2. The ability of the selected firm to provide the technical skills necessary for capital improvement or maintenance projects, or to evaluate such projects on very short notice, and on an as-needed basis as determined by the Town.
3. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
4. Experience of the consultant's professional staff with wastewater plant design, plant operations and collection system improvements.
5. The consultant's ability to make practical sewer treatment plant process evaluations and develop best practice treatment recommendations.
6. Record of success by the consultant, demonstrated by work previously performed for the Town of Watertown 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 water and 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 Town 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 Town Board of the Town of Watertown for its consideration.

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 Town 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 Town must be listed as additional insured and endorsement required.
- 4) Professional Liability not less than \$2,000,000 per loss.

III. PROJECT SCHEDULE

Below outlines the Request for Qualification Schedule.

DATE	DESCRIPTION
January 30, 2025	Request for Qualifications Advertised
February 28, 2025	Statement of Qualifications Received
March 3, 2025	Review Qualifications and Short List Consultants, Begin Interviews if needed.
March 13, 25	Award to Consultant at Board Meeting

IV. 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 one bound copy of your qualifications statement via mail in a sealed envelope with a separate cost estimate attachment no later than 11:00 am, February 28, 2025, the submittal deadline date. Please mark your response “REQUEST FOR ENGINEERING QUALIFICATIONS – SEWER DISTRICT #1” and e-mail or send your response to:

Joel Bartlett, Supervisor
 Town of Watertown
 22867 County Route 67
 Watertown, New York 13601
Phone: 315-782-8248
Email: jrb-supervisor@gisco.net

V. PROPOSAL EVALUATION

The Town will review and rank the proposals using the factors /rating scale listed below to select the preferred consultant based on qualifications. Based upon the evaluation of the proposals, the Town of Watertown reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Town of Watertown to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the Town of Watertown’s wastewater system.
Maximum Points: 20

- 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 Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do most of the work identified. Considerations will include the individuals’ qualifications, experience, and location of key personnel.
Maximum Points: 30

- Experience with NYSEFC, USDA RD and CDBG Funded Projects: The Firm’s familiarity and experience in successfully satisfying funding agency construction documents and MWBE requirements will be reviewed and ranked.
Maximum Points: 25

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

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

VI. EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Town of Watertown strongly encourages MWBE and Section 3 firms to submit.

VII. RIGHTS

The Town of Watertown 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 Town 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 Town may select; to award a contract to entities who have not responded to this RFQ; 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 Town's sole discretion. The Town 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.

Questions regarding this RFQ should be directed to:

Joel Bartlett, Supervisor
Phone: 315-782-8248
Email: [jrbsupervisor@gisco.net](mailto:jrb-supervisor@gisco.net)