

REQUEST FOR PROPOSAL (RFP)
ENGINEERING SERVICES
WATER STUDY

ISSUED BY:

TOWN OF KINGSBURY
6 MICHIGAN STREET
HUDSON FALLS, NY 12839

RFP DATE: NOVEMBER 22, 2024
RFP DEADLINE: DECEMBER 11, 2024

SUBMIT SEALED PROPOSALS TO:

TOWN CLERK
TOWN OF KINGSBURY
6 MICHIGAN STREET
HUDSON FALLS, NY 12839

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this RFP
contact Rebecca Pomainville at (518) 747-2188 x.3005
Email: Comptroller@kingsburyny.gov



SUMMARY AND BACKGROUND

The Town of Kingsbury (Kingsbury) is currently accepting proposals for engineering services relating to the established water district. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the requirements of this project.

1. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **3pm EST, December 11, 2024**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Kingsbury is not liable for any cost incurred by proposers in replying to this RFP.

All costs must be itemized to include an explanation of all fees and costs. The evaluation and selection of an Engineering Firm will be based on the information submitted in the proposal plus references. Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary nor desired.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Kingsbury's attorney.

Proposers must submit, in a sealed package, one original plus 5 identical copies of all materials required for acceptance of their proposal on or before RFP deadline. All proposals must include Attachments A through C to be considered complete and valid for consideration.

2. PROJECT PURPOSE AND DESCRIPTION

Kingsbury has identified a need to evaluate and confirm water volume levels, pressure, and capacity within the existing infrastructure in the Town of Kingsbury. The Kingsbury Water Department and the Kingsbury Volunteer Hose Co. No. 1, Inc. have performed some hydrant testing within the Town and received inconsistent data necessitating a more formal evaluation to be performed by a qualified licensed engineer.

3. PROJECT SCOPE

The scope of this project includes collecting water district data, verifying existing infrastructure, conducting a comprehensive water study, which includes evaluating current water demands, flows, pressure, confirming existing capacity, and providing a report detailing their findings, and recommendations. Additionally, the scope shall include recommendations, based on existing capacity and infrastructure limitations, for permitting new users to connect to the existing Kingsbury Water District.



4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

December 11, 2024	Deadline for submitting A/E proposals
December 12-13, 2024	Evaluation of proposals
December 17, 2024	Notification of winning bidder
January 2, 2025	Project Commencement

Kingsbury reserves the right to reject any and all proposals in full and/or in part, waive any informalities, issue subsequent RFPs, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process.

5. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in conducting municipal water studies
- List of how many full-time, part-time, and contractor staff in your organization
- Resumes of project leads
- Examples of 3 or more projects of similar scope and scale completed by your organization; include references' name, phone, and email
- Estimated timeframe for completion of the project

6. PROPOSAL EVALUATION CRITERIA

Kingsbury will evaluate and score all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

Description	Points
Organization's Experience/References	25
Staffing Levels and Qualifications	30
Cost Proposal	45
Total	100

Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

$$\frac{\text{Lowest Cost Proposed Constant}}{\text{Proposed Cost}} \times \text{Maximum Points Assigned to Cost} = \text{Score}$$



ATTACHMENT A

Proposal Cover Page and Statement of Non-Collusion

TOWN OF KINGSBURY – WATER STUDY RFP 2024-1

Company Name			
Street, City			
Phone #		Fax #	
Contact Name		Title	
Email			
EIN			

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

By signing below, I hereby represent and warrant that I am signing with full and complete authority to bind the above reference company to each and every term of this Agreement.

Signature

Date

Printed Name

Title



ATTACHMENT B

REFERENCES

Engineering Firm: _____

Provide company name, email address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document.

Company Name: _____

Contact Person: _____

Email: _____ Phone: _____

Brief Description of Services Completed: _____

Company Name: _____

Contact Person: _____

Email: _____ Phone: _____

Brief Description of Services Completed: _____

Company Name: _____

Contact Person: _____

Email: _____ Phone: _____

Brief Description of Services Completed: _____



ATTACHMENT C

Cost Proposal

Engineering Firm: _____

Lump sum fee: \$ _____

For information only, please breakdown the hourly rates and anticipated hours by position:

Position/Title: _____ Hourly Rate: \$ _____ Anticipated Hours: _____

Position/Title: _____ Hourly Rate: \$ _____ Anticipated Hours: _____

Position/Title: _____ Hourly Rate: \$ _____ Anticipated Hours: _____

Position/Title: _____ Hourly Rate: \$ _____ Anticipated Hours: _____

Instructions: In addition to Attachments A – C, all RFP responses must include a detail of Proposing Firm’s approach towards successfully completing the study, an estimated timeline for completing the study, a business profile to include years in business, resume(s) of leadership team, and current staffing levels.

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge. If selected, agrees to incorporate the requirement of this RFP in the final contract.

Authorized Signature: _____

Date: _____

Printed Name: _____