

Request for Proposals for Water Filtration Study
Village of Rouses Point
February 2019

Introduction:

The Village of Rouses Point, herein referred to as the “Village,” is seeking proposals from qualified firms or consultant teams to complete a feasibility study for a new water filtration plant.

The project is being funded in partnership through DASNY grant funds.

Location:

The Village is located in Clinton County, New York. The Village comprises an area of ~2.5 mi² (including water) and as of the 2010 census, has a population of 2,209. Located ~50 miles south of Montreal. Rouses Point was founded in 1783 and is an active waterfront community perched on the picturesque shores of Lake Champlain, in the northeast part of New York State.

Background:

The present Village water plant was constructed in 1963 and consists of an “Adams” system and an “Industrial System.” The Industrial system is known as the longest currently operating Industrial water filter system in the nation. Both filter systems are operational. Portions of the water treatment plant facility have been upgraded for safety and efficiency over the last two years. Through this process, it became widely accepted that age and methodology of the water treatment plant would severely limit the longevity of the plant itself and that a full replacement would be necessary.

Key Project Outcomes:

Upon completion of this project, the Village of Rouses Point will have a report that will be used for the funding of the design and construction of future projects.

Compensation:

The contract amount for the proposed work will not exceed a maximum of \$40,000 for the project completion, including all expenses. The Consultant will submit invoices to the Village monthly and based on the percentage of work completed.

Scope of Work:

The successful consultant will conduct a feasibility study for a new water treatment system. The feasibility study will examine at a minimum 3 options for the new water system:

1. **Recommendations for a location of the new Water Filtration Plant including options for water sources, with cost estimates, including:**
 - a. New treatment Plant in a new location
 - b. Replacement of the current plant in kind
 - c. Connect to Champlain Water System
2. **A minimum of 3 different options for the water filtration process with pros and cons for each, with an emphasis on automation and reduced labor costs:**
 - a. **All options must be compliant with local, state, and federal regulations**
 - b. **all options must include annual operations cost estimates, including staffing structure**
 - c. **all options must consider a capacity of 1,000,000 gallons per day and future growth of water demands, with a focus on a modular-type system that can be expanded as demand increases.**
3. **Identify funding opportunities and strategies for implementing the plan**
4. **Review and provide recommendations for specific technical and organizational issues needed in order to move forward with the process.**

The feasibility study will follow the NYS Environmental Facility Corporation (NYS EFC) report format.

Deliverables:

- Provide (3) hardcopies and one digital copy of the report.
- Hard copies shall be in a durable, three (3) ring binder appropriately sized.
- The report shall conform to the NYS Environmental Facilities Corporation (EFC) Engineering report format

Administration:

Funding deadlines require that the Village of Rouses Point complete this project in a prompt and efficient manner. The project should run no greater than 4 **calendar months** from the date of contract execution.

The consultant contract will be administered by **Ms. Donna Boumil, Village Clerk**. Ms. Boumil will serve as the point of contact for expressions of interest; follow up questions and as the community's representative/point of contact for the project. Contact information for Ms. Boumil is listed under the Inquires Section of this RFP.

Consultant Contract Requirements:

In addition to requirements detailed in the RFP, respondents should be aware that the following clauses will be required in the consulting agreement:

This agreement may be terminated by either party at any time without cause to be affected by 10 days written notification.

The consultant shall comply with all applicable terms and conditions contained in the Agreement between the Village of Rouses Point and DASNY. In the event of a conflict between

this agreement and the DASNY assistance agreement, the terms of the DASNY assistance agreement shall control.

The Village of Rouses Point is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

Submission of responses by Minority and Women's Owned Business Enterprises is strongly encouraged.

Qualifications:

- All work associated with the report shall be performed under the direct supervision of a NYS Licensed Professional Engineer.
- Licensed Professional Engineer/ firm shall minimum of five (5) years of professional experience in the development of an Engineering Planning Grant Reports.
- Licensed Professional Engineer/ firm must demonstrate a successful track record of producing Engineering Planning Reports that depict projects that are fundable by NY State and/or Federal agencies. Provide a minimum of five (5) reference reports that were used as part of a larger project financing application. All referenced projects must have been deemed able to receive financing from either a State of New York or Federal funding agency (DEC, EFC, RD) that was based entirely or in part on the report submitted as part of the financing package application.
- Licensed Professional Engineer/firm shall have either a branch or main office located in the United States and within a 50-mile radius of Rouses Point NY.
- Licensed Professional Engineer/firm shall have performed work/project within the Champlain Valley over the past five (5) years
- Licensed Professional Engineer/firm shall have a minimum of five (5) years' experience with meeting funding agency requirements such as M/WBE participation goals. Provide a minimum of three (3) reference projects that the respondent has successfully demonstrated compliance with funding agencies requirements.

Submission Instructions:

Offerors may be firms, qualified individuals, or consultant teams. Responses to the RFP must include all of the following elements:

1. Letter of interest (no more than 4 pages) that demonstrates a clear understanding of the issues associated with the project and communicates a clear ability to complete the scope of work as required.

There is no need to repeat the required scope of work in the letter of interest; any exceptions or suggested changes to this agreement should be clearly identified in the respondent's letter of interest.

2. Consultant will provide a detailed schedule. Schedule should show the durations of individual tasks, the overall durations of each phase and the overall duration of the project.
3. A management plan identifying the consultant personnel who will be working directly on the project including resumes. The project manager must be clearly identified.

4. Please provide examples of relevant previous work that demonstrates the expertise and skills of the specific individuals selected as part of the project team to perform the required tasks. A one to two-page summary of comparable projects should be included, along with appropriate completed work assignments/projects that support summary.
5. Provide a lump sum fees that include the following
 1. All labor required for investigations and report writing
6. Provide estimate for report reimbursable expenses that include but not limited to the following;
 1. Printing and publishing expenses
 2. Mileage expenses to the project site
7. Firm's effort to comply with any required MBE, WBE, SDVOB goals.

Submission Deadline:

Proposals are due at the close of business (4:00 pm eastern time) on **March 15, 2019**

Responses must be returned by email in pdf format and sent to:

Ms. Donna M. Boumil, Village of Rouses Point, at clerk@rousespointny.com

Evaluation Guidelines:

The following criteria will be used to evaluate proposals:

1. Relevant experience and successful past performance by the respondent on similar projects
2. Experience of qualified personnel assigned to the project
3. Understanding of scope of work and responsiveness to RFP
4. Ability to meet timeline
5. Amount of work to be accomplished within budget amount if respondent proposes adjustments to scope of work provided in the RFP
6. Extent of participation by MBE/WBE firms and grant experience

Component	RFQ Score
Successful past performance	20 points
Experience of qualified personnel	20 points
Responsiveness of RFP	10 points
Ability to meet timeline	20 points
Cost effectiveness	20 points
Grant experience	10 points
Total	100 points

Using the above criteria as a guide the Village will select the firm that is best suited to assist the Village in accordance with the Village of Rouses Point Purchasing Policy.

General Conditions to Requests for Proposals:

Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the Village has issued any notices, clarifications, addenda, or other communications to proposers. Verbal explanations or instructions from Village staff, officials or consultants shall not be considered binding on the Village.

Reserved Rights

The Village reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the Village to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluation of the response, including evidence of the Proposer’s financial status.
- Incorporate this RFP and the selected Proposer’s response to this RFP as a part of any formal agreement between the Village and the Proposer.
- To continue working with the firm awarded this project on subsequent related work as identified in this report.

Hold Harmless

By participation in this RFP process, Proposer agrees to hold harmless the Village of Rouses Point, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

Public Information

All documents, conversations, correspondence, etc. between the Village and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise.

Expenses

All expenses related to any Proposer's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The Village will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing.

The Village of Rouses Point will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized within 30 days of the award, the Village reserves the right to enter into negotiations with another respondent.

Inquiries/Questions:

Please direct all questions/inquiries to:

Ms. Donna M. Boumil

Village Clerk

518-297-5502

clerk@rousespointny.com

All inquiries/questions need to be in writing and must site the RFP section.

Liability:

The Village is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the Village is not liable for any costs incurred prior to approval of the contract.