

REQUEST FOR QUALIFICATIONS

To

CONDUCT AN ENGINEERING STUDY

for the

Town of Dix
304 Seventh St.
Watkins Glen, NY 14891
607-535-7973 phone

January 25, 2017

Deadline: February 8, 2017

LEGAL NOTICE

The Town of Dix has received grant funds from the New York State Community Development Block Grant (NYS CDBG) program and is seeking qualifications to undertake an engineering study related to the inventory, assessment and planning for extending Water District No. 1 and Sewer District No. 1 into currently un-serviced areas along Meads Hill Road and NYS Rte 414.

Proposals packages shall be placed in a sealed envelope addressed to Harold Russell, Town Supervisor and be plainly marked on the outside of the envelope, "*PROPOSAL FOR ENGINEERING STUDY FOR DIX WATER & SEWER DISTRICT EXTENSION*", and be delivered at the Town Hall 304 Seventh Street, Watkins Glen , New York 14891 by 12:00 PM, Eastern Time, on Wednesday February 8, 2017. Information received after that date and time will not be considered.

Request for Qualifications may be obtained from the Administrator Monday through Thursday from 8:00 AM to Noon, or obtained through the Town of Dix website at www.townofdix.com. The Town of Dix reserves the right to reject any proposals, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any proposals which the Town deems to represent the prudent and economical expenditure of the public monies for the benefit of the Water District customers by securing the maximum quality.

James McMahon, Town Clerk
Town of Dix, New York

1. General Information

The Town of Dix has received \$50,000 in grant funding from the New York State Community Development Block Grant (NYS CDBG) program and is seeking qualification packages from professional engineering firms to perform an engineering study related to the desire to extend the existing Water District No. 1 and Sewer District No. 1 to service residents and businesses along Meads Hill Road south to NYS Rte 414.

Water District No. 1 currently services the Dix residents and businesses located from the Village of Watkins Glen line south up Co. Rte 17 to Wedgwood Road, then west up Wedgwood to Meads Hill Road and the supply to Watkins Glen International (WGI). However, there has been a desire by residents and businesses south of the Schuyler County Business Park to gain access to public water through the extension of the existing Water District No. 1. The upper limits of the existing Water District No. 1 is identified as area of concern by the NYS DOH and USA EPA as they periodically exceed allowed disinfection byproduct levels. At the same time, the KOA Campground desires to connect to municipal water. The grant will allow the Town to study the feasibility of providing safe drinking water to these residents and businesses as well as help improve water quality to WGI and the residents at the upper end of Wedgwood Road. The project may help improve the Town's physical infrastructure, the long-term health and quality of life for these residents, provide opportunities for new businesses, and improve the water quality to the existing District No. 1 users especially protecting the economic vitality of WGI.

Similarly, interest has been developed along NYS Rte 414 for connection to a municipal, sewer system. These needs are primarily attributed to lack of adequate soils for on-site absorption systems, minimal setbacks to adjacent waterways, etc. The KOA camp ground poses on-site septic systems that are nearing their anticipated useful life along with having insufficient capacity for future needs, As such, the Town is desiring to investigate a long term viable option to provide sewer service for residents and businesses along the NYS Rte 414 corridor to improve economic vitality of the Town.

The Town of Dix is soliciting proposals from qualified engineering firms to complete a study and preliminary engineering report to investigate the feasibility and costs associates with extension of Water District and Sewer District No. 1 or creation of new Town special districts. This preliminary engineering report must be completed in accordance with USDA .RUS Bulletin 1780-2.

The preliminary engineering report will result in follow-up implementation plans that will address these infrastructure needs and will be designed to assist the Town in seeking future funding opportunities from NYS CDBG or other State and Federal agencies.

Proposals packages shall be placed in a sealed envelope addressed to Harold Russell, Town Supervisor and be plainly marked on the outside of the envelope, "PROPOSAL FOR ENGINEERING STUDY FOR DIX WATER & SEWER DISTRICT EXTENSION", and be delivered at the Town Hall 304 Seventh Street, Watkins Glen, New York 14891 by 12:00 PM, Eastern Time, on Wednesday February 8, 2017. Information received after that date and time will not be considered.

2. Statement of Qualification Package Requirements

Each package shall include the following items:

- The Respondent must submit a qualifications package in accordance with the instructions and provide a list of similar projects, company profile, personnel to be assigned, local knowledge, current workload, and references. Client references should include names of individuals and telephone numbers.
- Demonstrated experience and qualifications of the actual personnel who will complete the services.
- A description of project approach with timeline.
- Evidence of experience with other Projects successfully completed on time and within budget, specifically those that were funded through CDBG programs.
- Evidence of familiarity with the Town's water and wastewater system to an extent as to understand impacts of a potential extension on the existing Town infrastructure including supply sources and receiving wastewater collection systems.
- Qualification Packages should be 6 pages or less not counting individual resumes. Individual resumes should be attached as an appendix to the statement of qualifications.

3. Method of Selection

The Town of Dix will review all Statement of Qualification packages. Consultants with no prior experience, and submittals that do not meet minimum RFQ requirements, will not be considered. A composite ranking will be determined considering, but not limited to, the following categories:

- Quality of submission.
- Relevant Firm experience with similar Projects and Firm experience with CDBG funding.
- Relevant Firm experience with Town and Village infrastructure.
- Qualifications and experience of personnel assigned to, and actually working on the project.
- Experience and knowledge of the Firm with the project area, the Town's water system and needs of the project area.

The Town may, at its discretion, conduct interviews with respondents prior to award.

4. Procedure Information

Submission of Information: Sealed Proposals will be received at the Town of Dix Town Hall, no later than the submittal deadline specified in Section 1. Submittals received after the deadline will not be considered.

The Town reserves the right to reject any and all submissions that are determined not to meet the intent of these proposal requirements and to waive any defects in form, or minor irregularities that would best serve the Town's interests.

Proposal Package Presentation Costs: Respondents must bear all respective costs associated with proposal submittals including but not limited to preparation, copying, postage, and delivery costs. The Town will not be responsible for any costs or expenses incurred by persons responding to this RFP.

Return of Information Package: The Town shall be under no obligation to return any materials submitted by Respondents of this Request for Qualifications.

Additional Information: Questions about the project shall only be directed to the Administrator, in writing at the following address:

Town of Dix
304 Seventh St.
Watkins Glen, NY 14891

Agreement with selected consultant will be compliant with all Funding Agency requirements.