



TOWN OF ROMULUS

Request for Qualifications

Engineering Design and Construction Services
Hamlet of Romulus Sanitary Sewer Improvements Town of Romulus

Issuing Agency: Town of Romulus

Municipal Official: David Hayes, Supervisor

Issuing Date: June 19, 2024

Proposals Due: July 5, 2024, 12:00 noon

Mailing Address: 1435 Prospect Street, Willard, NY 14588

Contacts: David Hayes, Supervisor
Michael Joslyn, Deputy Supervisor
Morgan McLoud, Secretary to the Supervisor
(607) 869-9326



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PART I

I-1. PREFACE

The Town of Romulus (Town) owns and maintains a municipal wastewater collection system within the Hamlet of Romulus. The Town seeks professional engineering services to complete proposed improvements to their collection system, complete CDBG funding application with associated NEPA review, and provide construction period services.

The Town is hereby requesting Licensed Professional Engineers to submit proposals in response to this Request for Qualifications for preparation of design plans and specifications of suitable detail and completeness to approach regulatory and funding agencies and provide guidance to the Town through the bidding, construction, post construction and permitting phases of the project. The Town has received funding from the Water Infrastructure Improvement Act (WIIA) and Water Quality Improvement Project (WQIP) Program, and assistance as necessary with these grants will be desired from the selected Consultant.

I-2. DESCRIPTION OF THE TOWN AND THE PROBLEM

A portion of the Town of Romulus' wastewater collection system is located in the Hamlet of Romulus. The Hamlet's sanitary sewer collection system generally consists of approximately 2.2 miles of 8-inch reinforced concrete pipe gravity sewer and 52 four-foot diameter precast concrete manholes. The Hamlet is an approved outside user to Seneca County's Sewer District #2 that discharges to the Five Points WWTP. Collected sewage in the Hamlet discharges into a pump station owned by the Town of Varick. Various improvements needed have been identified in a recently completed study designed to repair and/or replace aging system components. Romulus has solicited various grants and loans to help subsidize the cost and potential tax burden of this project and is looking to continue soliciting additional efforts.

I-3. APPROACH TO THE PROBLEM

It is critical that the proposed improvements be technically feasible and affordable. To accomplish this, the Town of Romulus expects to work closely with the engineer and wishes to explore all practical methods to reduce project costs for the identified improvements.

The wastewater collection system needs multiple improvements including the following:



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- o Manhole replacements and/or repairs
- o Sewer main replacements and/or repairs

I-4. FUNDING STRATEGIES BEING EXPLORED

The Town of Romulus has been awarded a \$178,483 grant from the Water Infrastructure Improvement Act (WIIIA) and a \$219,546 grant from the Water Quality Improvement Project (WQIP) Program, and the Town will complete a loan from the New York State Revolving Fund (SRF). Additional funding to be applied to Community Development Block Grant (CDBG), and potentially a combination grant and loan from USDA Rural Development (USDA-RD).

I-5. CONTRACT COMPENSATION

This Request for Qualifications is for procuring engineering services with a fee to be negotiated. Engineering fees shall fall within previously established budgets.

I-6. ENGINEER'S INSURANCE

The agreement between the Town of Romulus and an Engineer, which may result from this procurement process, will require the Engineer to obtain and maintain insurance to protect the Engineer and the Town of Romulus from claims under the Worker's Compensation Act and such Comprehensive General Liability Insurance as will protect the Town and the Engineer from all claims for bodily injury, death, or property damage which may arise from the performance by the Engineer or by the Engineer's employees for Engineer's functions and services required under the agreement.

I-7. REJECTION OF PROPOSALS

The Town of Romulus reserves the right to: amend, modify or withdraw this RFQ; require supplemental statements or information from proposers; extend the deadline for responses to this RFQ; reject any or all proposals received pursuant to this RFQ; waive or correct any irregularities in qualifications packages received; negotiate separately with firm associated with selected qualification packet; and award a contract to as many or as few respondents as it may select.



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I-8. INCURRING COSTS

This RFQ does not commit the Town of Romulus to award a contract, to pay the costs incurred in preparing any response to this RFQ, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the proposer including the costs of duplicating background reference materials if requested. The Town of Romulus shall incur no liability or obligation to any proposer except pursuant to a written contract for services, duly executed by the proposer, and an authorized signatory for the Town of Romulus.

I-9. AVAILABLE INFORMATION

The following information is available for review between the hours of 7:30 a.m. and 4:00 p.m. Monday - Thursday, at 1435 Prospect Street, Willard, NY 14588, Tel. (607) 869-9326:

- o Inflow and Infiltration Study for Hamlet of Romulus Municipal Sanitary Sewer System, Seneca County Sewer District #2, Five Points Wastewater Treatment Plant (SPDES No. NY0246972), Town of Romulus, Seneca County, New York Engineering Planning Grant #84516, last revised August 2023
- o WIIA Award letter
- o WQIP Award letter

I-10. RECEIPT OF PROPOSALS

To be considered, proposals must be emailed, or five (5) copies of the proposal must be received at the Town of Romulus municipal offices no later than July 5, 2024, 12:00 noon. See PART II for email addresses.

I-11. PROPOSAL FORMAT

To be considered, proposers must submit a complete response to this RFQ, using the format provided in Part II.



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I-12. DISCLOSURE OF CONTENTS

Information provided in each submission will, to the extent allowed by law, be held in confidence and will not be revealed or discussed with competitors. If a proposal contains any information that the proposer does not want disclosed to the public or used by the Town of Romulus for any purpose other than evaluation of the offer, each sheet of such information must be so marked.

I-13. QUALIFICATION EVALUATION

The following criteria and points will be utilized to evaluate the qualification packets received:

Criteria	Maximum Points
Knowledge and familiarity with the type of work proposed	40
Project Management and Approach	25
Project Team	20
Funding Experience	15

I-14. PRESENTATION

Proposers may be required to make a formal presentation of their proposal to the Town of Romulus. Such presentations provide an opportunity for the proposer to clarify its proposal to the committee to ensure a thorough understanding of the material submitted. The presence of the Project Manager who will be working specifically on the project will be required at the presentation.

I-15. GENERAL DESCRIPTION OF PROFESSIONAL SERVICES

The Town of Romulus is seeking qualifications for professional engineering services to complete proposed improvements to the Town's wastewater collection system and assistance with applying to CDBG funding application with related NEPA review. The services provided must be in a format meeting the NYS Department of Environmental Conservation, Environmental Facilities Corporation (EFC), Community Development Block Grant (CDBG), USDA Rural



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Development, and State Revolving Fund (SRF) submittal requirements and satisfying the New York State and federal program requirements for Contracts and Subcontracts funded in whole or part by the New York State Clean Water SRF.

Qualifications are being sought to include, but not be limited to, the following services:

General

- Review the available information for the project. Advise the Town of Romulus if additional information is necessary for project design, funding application, and construction

CDBG Funding Application

- Prepare required Environmental Review Record (ERR) with all required NEPA documentation, Resolutions, and Notices
- Assist Town in applying for CDBG funding in July 2024

Final drawings and specifications

- Prepare final drawings and specifications
- Advise owner of any recommended adjustments to the probable Construction Cost
- Submit final drawings and specifications to the Town and NYS Department of Environmental Conservation, and NYS Environmental Facilities Corporation for approvals

Bidding and Negotiations

- Prepare bidding related documents and other construction documents
- Assist in advertising for and obtaining bids
- Consult with owner on qualifications of prospective contractors, subcontractors and suppliers
- Attend bid opening, prepare bid tabulation sheets, assist in evaluating bids and issuing notices of awards
- Provide owner with letter of recommendation to award to one or more prime contractors

Construction Phase

- Provide general administration of construction contract(s)
- Provide the services of a Resident Project Representative (RPR) or consult with the Town to use their own forces for observation of Contractor's work
- Administer and participate in a pre-construction conference



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- Conduct Labor Wage Interviews as required by funding sources
- Visit the construction site at various stages of construction
- Administer periodic progress meetings on-site
- Recommend and prepare change orders as required
- Review applications for payment and make recommendations of contractor payments
- Visit site with owner and contractor to determine the status of completion
- Issue final certificate of substantial completion

Post Construction

Services include site visits to determine if any defects exist and make recommendations to replace or correct work

- Follow-up visit to determine if repair work was completed/defective, and any damage occurred to adjacent sites
- Prepare and provide to the Town Digital Record Drawings based on record documents received from the contractor and construction observation from the RPR

Permitting

- Complete and submit for approval, NYS Agriculture and Markets Notice of Intent



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PART II

INFORMATION REQUIRED FROM CONSULTANTS / ENGINEERS

Engineering Qualifications will be accepted no later than July 5, 2024, 12:00 noon. Engineering Qualifications shall be emailed to the following:

- morgan.mcloud@romulustown.com
- michael.joslyn@romulustown.com

If you are unable to submit via email, five (5) copies of the Engineering Qualifications are required to be submitted at the Town of Romulus municipal offices by the time and date listed above. No faxed submissions will be accepted. The format of all proposals must be as outlined below:

EXECUTIVE SUMMARY

State in succinct terms your understanding of the project based on your review of pertinent background information and site visits. This narrative should also address any concerns, issues or technical requirements that the Town of Romulus should consider.

PROJECT APPROACH AND TIME SCHEDULE

Describe in narrative form the project approach and proposed time schedule for providing the services identified in Section I-15 of this RFQ. Modifications to the task descriptions are permitted; however, reason for changes should be fully explained. Give an indication of the firm's ability to undertake the project in a timely manner, complete the required tasks at an accelerated pace, and submit required project information to NYS Department of Environmental Conservation and NYS Environmental Facilities Corporation for review, and to Community Development Block Grant for funding.

PAST EXPERIENCE AND REFERENCES

Provide a narrative description of wastewater collection improvement projects completed by your firm, include projects that have been completed that include funding programs such as WIIA, WQIP, and CDBG. Include specific experience detailing your firm's work with the funding agencies on these projects and the resulting funding breakdown for each project. Include the name and telephone number of a responsible official we may contact as a reference for each project. Experience shown should be that of the Project Engineer assigned to the Town of Romulus project.



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PROJECT TEAM

Identify the management and professional personnel who will be directly employed in the completion of this project. Indicate where they will be physically located during the time they are engaged in the proposed work. Include education, professional licenses, and past experience in the design and construction of similar projects. Details of the project team's past experience with funding and regulating agencies are also requested.