

**Request for Proposals
For the Town of Seneca Falls
Water Meter Replacement **Bidding Documents Preparation****

Water Meter Bidding Documents Creation

The Town of Seneca Falls was recently awarded a 2021 NYS GIGP water efficiency grant for the replacement of water meters town wide. Within that work, a specification book and bidding documents are required to fulfill NYS EFC responsibilities.

Request for Proposals for Engineering Consultants

The Town is seeking proposals from qualified engineering consultants to assist the Town's grant process by producing bid documents meeting NYS EFC requirements. The Town will select a firm and negotiate an engineering services contract to prepare the bid documents for the Town's water meter replacement project. If your firm is interested in assisting the Town with said documents, please provide the following information:

RFP Response:

- (1) Describe your firm's experience in preparing bidding documents for NYS EFC funded projects. List 5 specific projects for which you have prepared NYS EFC compliance bidding documents within the last 3 years.
- (2) Describe the organizational structure of your firm and number of employees and location of offices.
- (3) Identify the person you propose to prepare the work and include the resume of said individual(s).
- (4) Describe the approach your firm will take to assist the Town.

The selection of the consultant will be based on the qualifications of the firm and the staff team to be assigned to the Town for this project. The following criteria will be utilized in evaluating the credentials of each firm responding to this request:

- successful performance in providing engineering services for similar projects;
- the extent of experience attained by the person proposed to prepare the document package and other staff persons proposed to be assigned;
- familiarity with the rules to regulations of the Environmental Facilities Corporation Green Innovation Grant Program (GIGP) program;
- technical resources available with the firm to carry out the assignment; and,
- the availability of these resources to the Town of Seneca Falls.

The Town will negotiate a fee for services with the preferred firm. If an agreement cannot be reached, the Town will meet with the firm rated second and will attempt to negotiate a mutually acceptable fee for the scope of services to be provided. The relative weight of each criterion to be used by the Town in evaluating proposals will be as follows:

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| (1) Experience on similar projects in last 3 years | 20% |
| (2) Project Manager experience | 20% |
| (3) Green Innovation Grant Program (GIGP) experience | 20% |
| (4) Technical capability | 20% |
| (5) Availability of staff resources (commitment of personnel) | 20% |

Minority and Women-Owned Business Enterprises and Section 3 firms are encouraged to submit Statements of Qualifications for engineering services.

Three copies of YOUR RESPONSE TO THIS RFP are to be submitted to the address indicated below no later than 3:00 p.m. local time **March 15, 2022 5:00 PM**

Mike Ferrara
Town Supervisor
Town of Seneca Falls
130 Ovid Street
Seneca Falls, NY 13148

The Town reserves the right to conduct or waive interviews at its discretion depending upon the experience and qualifications received from each consultant. In addition, the Town may choose at its sole discretion to solicit separate qualifications and designate another consultant for any of the individual projects undertaken.

No contact regarding this solicitation with any Town employee or its representatives will be allowed during the solicitation.