

**TOWN OF HEMPSTEAD REQUEST FOR QUALIFICATIONS FOR
ON-CALL PROFESSIONAL ENGINEERING SERVICES RELATED TO
DEPARTMENT OF WATER OPERATIONS (2019) RFQ#4-2019**

SECTION I INTRODUCTION

A. BACKGROUND

The Town of Hempstead Department of Water (TOHDOW) is responsible for providing potable drinking water meeting all applicable drinking water quality standards to the resident of its six water districts through groundwater withdrawn via its 32 wells, stored in its seven elevated and two ground storage tanks and distributed via its 375 miles of water main to its 37,000 service connections. From time to time matters come up which require the Department of Water to develop, create, apply or submit drawings, documents, applications or perform tasks outside the scope and expertise of the department's regular employees. At times these tasks must be completed with very little lead time and accordingly, retaining the service of a firm for on call services is warranted to meet these needs.

B. PURPOSE

The Town is seeking to create a pool of qualified professional engineering firms who may be called upon by the Town of Hempstead (the "Town") to perform On-Call Professional Engineering services related to Department of Water Operations.

The purpose of this Request for Qualifications ("RFQ") is to obtain statements of qualifications ("Responses") from entities with expertise in Professional Engineering services related to Department of Water Operations.. The Responses will be used to identify and establish a panel of service providers who are deemed qualified to provide services projected to be required by the Town. Placement on the panel does not constitute any representation that the Town will assign work to any individual, firm or entity placed thereon. This RFQ is merely the means for prospective professional engineering firms to submit their qualifications to be considered for inclusion in the Town's pool of qualified service providers.

C. PROCUREMENT PROCESS OVERVIEW

The selection process involves two phases: (i) Phase I, consisting of this RFQ,; all individuals, firms or entities qualified to provide the services being sought are invited to submit their qualifications by responding to this RFQ. A selection committee will review submittals and a panel of qualified service providers will be identified. The number selected for inclusion on the panel is dependent on the responses received and what the selection committee determines is in the best interest of the Town; and (ii) Phase II, consisting of a Request for Proposals (RFP) inviting formal proposals relating to specific projects within the scope of services that are expected to cost more than \$10,000.00. Only

qualified providers from the panel will be permitted to submit proposals to the RFP solicitation.

D. CONDITIONS

Your submission of a Response is deemed to be your consent to the following:

1. This document is an RFQ and does not constitute an RFP.
2. This RFQ does not commit the Town to issue an RFP.
3. All costs incurred in connection with responding to this RFQ shall be borne solely by the respondent.
4. The Town reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
5. The Town reserves the right to select one or more firms based upon qualifications for placement on the panel of qualified service providers.
6. Placement on the panel of qualified service providers does not guarantee that any services will be requested of that firm or entity.
7. The Town reserves the following rights with respect to any and/or all respondents: to conduct interviews; make visits to respondent's offices; contact provided references; and or review prior work product.
8. The Town reserves the right to enter into contracts on a yearly or other basis with options to extend at the sole discretion of the Town.
9. All documentation provided in response to this RFQ shall become the property of the Town and will not be returned.
10. All Responses will be made available to the public in accordance with law.
11. The Town shall not be liable for any claims or damages arising out of, or in connection with the solicitation or preparation of Responses.
12. Respondents are advised to specify any and all information, documentation, descriptions, or other material provided to the Town that Respondent considers confidential and/or proprietary which, if disclosed would be detrimental to Respondent's commercial position, business operations, or otherwise. Identification of such matter does not, however, guarantee that said matter would be protected from disclosure under the law.

SECTION II SCOPE OF SERVICES

The Town of Hempstead is soliciting responses from interested entities that possess qualifications and expertise in drinking water systems. Specifically, the services which may be required under the on-call engineering services contract may include but will not be limited to:

- Survey services including:
 - property line and/or easement surveying services
 - creation of and/or modifications to existing site plans
- Creation of studies and reports for submission to the Nassau County Health Department
- Design of small modifications to treatment and controls at various sites
- Creation of plans and drawings signed and sealed by a New York State Licensed Professional Engineer for submission to the Nassau County Department of Health and/or the New York State Department of Environmental Conservation
- Applications for or for modification of SPDES discharge permits
- Reviewing and commenting on development plans and submittals on behalf of the Department of Water
- Preparing and/or updating department emergency response plans and vulnerability assessments (including cyber security analysis through third party sources as may be required)
- Provide construction inspection services including providing a NICET Level II inspector as required for inspection of restorations and improvements within New York State Rights of Way
- Provide various services related to application for grant funding opportunities
- Provide minor architectural services including:
 - emergency post event building inspections
 - preparation of specifications for emergency structure repairs
- Provide post event reports for submission to the Department of Health

As a minimum, firms shall employ staff in the following disciplines and/or titles as may be relevant:

- Civil Engineer
- Electrical Engineer
- Structural Engineer
- Environmental Scientist
- Geologist
- Architect
- CAD operator (Drafter)
- Surveyor
- Inspector (NICET II)

- Inspector

SECTION III RESPONSE REQUIREMENTS

A. MINIMUM REQUIREMENTS

Entities wishing to respond to this RFQ should provide, at minimum, the following information:

1. Agency name and contact information.
2. Lead contact person for the respondent assigned to this RFQ.
3. A brief history and description of the responding entity, including staff size, the number of years respondent has been in business under the present name and under the present management.
4. A summary of the respondent's experience, including examples of performing similar work for municipalities, and any notable accomplishments.
5. Biographical information of those personnel that would provide services to the Town under an agreement.
6. At least three references, including name, address and telephone numbers, preferably from municipalities.
7. Identification of specific financial and organizational resources, skills and staff to be provided.
8. Licensing or certification, and professional organization affiliations held by the responding entity and/or pertinent staff under this RFQ.
9. Identification of proposed services to be offered in response to the RFQ Scope of Services.
10. Submit a summary of all litigation, if any, against the respondent within the last three (3) years and disposition or outcome of same, and submit the New York State Vendor Responsibility Questionnaire.
11. Please indicate any bankruptcy filings or reorganization proceedings in the last seven (7) years.
12. Please indicate any potential conflicts of interest that may arise from a contract with the Town. The Town's vendor disclosure form (annexed hereto) must be included with each vendor's Response.
13. Proposed cost of the services or activities, including the hourly rate of individuals who

will perform the services or activities. The proposed cost should include:

- a. Site visits and expenses, if relevant
- b. Flat and/or hourly rate for any services or activities
- c. Any expenses for travel, postage and telephone excluded from the hourly or flat rate.

Although proposed fees will be taken into account, the Town reserves the right to negotiate a lower or different fee structure with any respondent selected to perform services. Please note that pursuant to the Town's procurement policy, cost of services shall be one factor to be given weight along with any other factors the Town deems appropriate to consider in selecting a firm or entity to provide services.

14. **Subcontracting.** The respondent will be responsible for the performance of the entire contract. The respondent must indicate in the RFQ response if it intends to use a subcontractor for any part of the work. If so, the respondent shall identify each subcontractor by name, business address and expertise, and must include the name(s) of the principal(s) of the subcontracting entity (Note: Each subcontractor must fill out a separate vendor disclosure form). A full description of the tasks to be performed by the subcontractor must be included. The respondent will not be permitted to subcontract any part of the contract or any of the rights and obligations thereunder without the prior written approval of the Town.

B. ADDITIONAL REQUIREMENTS

1. Firms engaged to provide services to the Town shall, to the fullest extent provided by law, defend and indemnify and hold harmless the Town from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the Respondent. Nothing herein shall create or give third parties any claim or right of action against the Respondent or the Town beyond those provided by law.
2. The Firm shall procure and maintain during the term of any agreement resulting from this RFQ, with a carrier holding an "A" or higher rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:
 - (a) Commercial general liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). The Town shall be named as additional insured on said policy;

(b) Workers' compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57(2); and

(c) Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220(8). (Note: presentation of an 'Accord' form, or its equivalent, shall not be sufficient proof of insurance. Consultant shall provide Town with a copy of Consultant's insurance declarations page which shows Town as additional insured and certificate holder);

3. The Town reserves the absolute right to remove a selected Firm from the list of service providers at any time, and to reinstate a removed Firm.
4. All statements of qualifications submitted, must be valid for a minimum period of six (6) months after the date of the submission deadline.
5. A copy of the Town's standard terms and conditions for Town contracts will be available on the Town's website.

SECTION IV DEADLINES

1. Proposed calendar

The following is a list of key dates up to and including the date responses must be submitted:

RFQ issued **February 8, 2019**

Deadline for questions **February 18, 2019**

Due Date for RFQ submissions **March 1, 2019**

2. **To be considered, one (1) original and four (4) copies of the response must be delivered in a sealed envelope and received by the Town of Hempstead Department of Water, 1995 Prospect Avenue, East Meadow, New York 11554, no later than 4:00 pm on March 1, 2019**
3. Upon notice the Town reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFQ, including, but not limited to, the due date for receipt of submissions.

SECTION V EVALUATION

The Town's objective is to select firms or entities that will provide high quality and cost

effective services. Pursuant to its procurement policy, the selection of firms or entities to the panel of service providers will be based upon the following RFQ criteria: cost of service, experience, skills, performance history/references, reputation, time frame for contracting and implementation of service delivery, bonding and insurance requirements, financial viability, licenses and/or certifications, staffing and relevant personnel resumes. The selection process will begin with the review and evaluation of each of the written Responses by an evaluation committee. The purpose of this evaluation is two-fold:

- i) to examine the responses for compliance with this RFQ;
- ii) to identify the compliant firms or entities that have the highest probability of fully performing the scope of services for the Town at the best value.

SECTION VI CONTACT INFORMATION

Any inquiries concerning this RFQ must be in writing or by email and should be addressed to:

John L. Reinhardt
1995 Prospect Avenue
East Meadow, New York 11554
Phone: 516-296-7200
Email: JReinhardt@tohmail.org

All inquiries must bear the RFQ number assigned to this RFQ, **RFQ4-2019**