

# **REQUEST FOR PROPOSALS**

## **TOWN OF WILLSBORO BAY CIRCLE SEASONAL WATER DISTRICT FORMATION MAP, PLAN AND REPORT**

### **I. BACK GROUND INFORMATION AND DESCRIPTION OF SERVICES REQUESTED**

#### **Preface**

Engineers licensed to practice in the State of New York are hereby requested to submit proposals for the evaluation of the creation of a seasonal water district from the privately owned Bay Circle Seasonal Water System in the Town of Willsboro, NY.

Proposals must be delivered (four copies) in hard copy format no later than the response deadline of **November 12<sup>th</sup>, 2025**. If hand delivered, proposals will be accepted by the Town Clerk at the Town until 2:00 p.m.

#### **Description of the project**

The Town of Willsboro has been petitioned by residents of the privately owned Bay Circle Water System. The Town is requesting services in the form of a Map, Plan and Report which will include, the creation of the seasonal water district (April 1 – Oct 1), deficiencies in the system, options for upgrades, costs for upgrades and overall system evaluation and recommendations in line with New York State Department of Health regulations.

The responsive consultant will assist the community in defining the scope of services and tasks to be performed that will lead to actions needed to access funding, restore system reliability and develop a reliable long-term asset to users and the community at large.

### **II. PROGRAM MANAGEMENT / RESPONSIBILITIES**

The Town of Willsboro is legally responsible for adherence to applicable state and federal program requirements. The limit of available local resources requires a segregation of responsibilities necessary to coordinate and administer project activities. By allocating program responsibilities to the various entities listed below, the project can be completed at the least cost and maximum benefit can be derived from the available funds.

#### **Allocation of Responsibilities**

##### **Town of Willsboro**

- Procurement of the Engineer/Consultant
- Consultant Contract Award and Execution
- Oversight of Project Development

- Approval of Project Reports, Plans, Design
- Site Acquisition/Easements (if needed)
- Award of Bids
- Participation in Meetings and Conferences
- Project Permits and Approvals (DEC, EFC, DOH, DOT, APA, Army Corps of Engineers) (as needed)
- Compliance with Project Financing (New York State Environmental Facilities Corp, CDBG Public Infrastructure, CDBG Economic Development, Rural Development, etc)
- Compliance with State, Federal and Local Regulations (Clean Water Act, SEQRA, NEPA, Freshwater Wetlands, Davis - Bacon Labor Standards, Conflict of Interest, Equal Opportunity, Fair Housing, Minority Women Business Enterprise Requirements, etc.)

### **Engineer/Consultant**

- Participation in Public Meetings, pre-bid opening, pre-construction and job meetings and work sessions
- Review existing information; assess existing system deficiencies through modeling and development of regulatory compliant strategies to implement improvements that address community goals
- Project Maps, Plans, Specifications, Facilities Planning Report, Recommendation for Water System Design and operating manuals
- Design of facilities in conformance with 10 State Standards and approved by New York State Department of Health and/or New York State Department of Environmental Conservation
- Survey and/or Boring Subcontract Requirements (as necessary)
- Certification of Contractor's Payment Requests, Change Orders, Shop Drawings, substitutions as necessary
- Phase IA and IB and Phase II Subcontract Requirements as needed
 

Note: The Town of Willsboro is one of the most historically significant communities in New York State and prior experience would indicate the need for both Phase IA and IB surveys. Potential exists that Phase IB may not be needed pending results of the IA effort, however potential also exist for Phase II survey work in addition to Phase IB pending SHPO review and recommendation. The Town of Willsboro is requesting quotes for all three levels of survey with Phase IB and Phase II as contract alternates.
- Coordination and Cooperation with The Town of Willsboro, NYSDEC, NYSEFC,

NYSDOH, APA, Essex County Department of Community Development and Planning and any other regulatory, permitting or funding entity identified during the course of project development

- MBE and WBE participation goals are required
- Davis-Bacon prevailing wage rate documentation may be required as determined by DOL and as necessary (Survey Crew, Soil Borings).

### **Essex County Department of Community Development and Planning**

- Coordination of Project Development
- DOH, SHPO, DEC, APA, approvals and coordination
- Preparation of Environmental Review Record (SEQR, NEPA) as needed
- Development of funding strategies (RD, CDGB, DWSRF, EDA)

### **III. SCOPE OF SERVICES**

The Town of Willsboro is interested in retaining an engineering firm to provide the following services:

- Create a Map, Plan and Report for establishing a Seasonal Water District in the Bay Circle area.
- Note Deficiencies in the System
- Discuss options on system upgrades
- Prepare costs for needed upgrades to the water district
- Overall System Evaluation
- Ensure that recommendations are in line with New York State Department of Health rules and regulations.

### **IV. TENTATIVE PROJECT SCHEDULE**

**Issue RFP – Wednesday October 1<sup>st</sup>, 2025**

**Responses Due – 2p.m. November 12<sup>th</sup>, 2025**

**Proposal Evaluations – December 9<sup>th</sup>, 2025**

**Tentative Contract Award Date: January 14<sup>th</sup>, 2026**

## **1. Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFP, it would be a fixed price contract for the primary tasks identified in Section III. Negotiations may be undertaken with those engineers whose proposals, as cost and other factors show them to be qualified, responsive, responsible and capable of performing the work.

## **2. Miscellaneous Requirements**

- a. Proposals must address all tasks associated with the project for which work is proposed.
- b. Each proposal shall be typed or printed on 8 ½ x 11 inch paper. Proposals must be submitted in writing and be received by 2 p. m., November 12<sup>th</sup>, 2025. Four (4) copies of the proposal shall be submitted to:

**Shaun Gilliland, Supervisor  
Town of Willsboro  
P.O. box 370  
Willsboro, NY 12996**

- c. The Town reserves the right to reject any and all proposals which do not comply with these instructions. Proposals shall not be returned to the respondent (s) once submitted and the Town may dispose of them in any way it sees fit.
- d. Expenses incurred in the preparation of proposals shall be born by the respondent(s) with the express understanding that the respondent(s) may not apply to the Town for reimbursement for these expenses.
- e. Each proposal shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations contained in the proposal.

## **3. Proposal Content**

The proposal shall contain the following sections:

- a. Technical - Describe the approach to be taken in addressing the scope of work. Specific tasks need to be thoroughly described.
- b. Management and Staffing - Describe the management plan to be used in completing the tasks set forth in the Scope of Work. This description must include a project schedule showing starting and completion periods for all major tasks and a staff loading-by-task chart showing individual time allocated by task, hourly wage rates and total labor charges. Resumes of personnel shall be included in this section.
- c. Schedule - Provide an appropriate schedule detailing major project milestones.

- d. Qualifications - Describe the firm's related experience including a contact person and phone number for each referenced job. A statement demonstrating familiarity and experience with similar projects will be of particular interest.
- e. Cost Proposal - The information requested in this section is required to support the reasonableness of your quotation. For each identified task in Section III, please provide the following:
- A. Manpower Cost: Itemize for each category of personnel
    - Category, e.g., project manager, senior engineer
    - Estimated hours
    - Rate per hour
    - Total cost for each category and for all manpower
  - B. Itemize all costs for deletions and alternates
  - C. Subcontracting Cost: Itemize for services other than those covered in "A" above.

Total Cost: Sum of A, B and C

- f. Evaluations and Award Procedures - After receipt of the proposals, the Town Supervisor shall appoint an evaluation team to review and complete the following point system evaluation:

|                                                  | Total Possible<br>Points | Points Awarded |
|--------------------------------------------------|--------------------------|----------------|
| <b><u>Technical Section</u></b>                  |                          |                |
| Reasonableness of approach                       | 10                       |                |
| Specificity                                      | 10                       |                |
| <b><u>Management &amp; Staffing</u></b>          |                          |                |
| Reasonableness of project schedule               | 10                       |                |
| Breakdown of staff time & labor                  | 10                       |                |
| <b><u>Qualifications</u></b>                     |                          |                |
| Experience with similar projects                 | 15                       |                |
| Experience with Federal & NYS Grant Requirements | 5                        |                |

|                          |    |
|--------------------------|----|
| Adequacy of staff        | 5  |
| References satisfied (3) | 10 |

**Cost**

|                          |    |
|--------------------------|----|
| Detail of cost breakdown | 10 |
| Reasonableness of fee    | 15 |

|              |            |              |
|--------------|------------|--------------|
| <b>Total</b> | <b>100</b> | <b>SCORE</b> |
|--------------|------------|--------------|

Proposal evaluations will be completed by **Tuesday, December 9<sup>th</sup>, 2025**. All respondents will be promptly notified after award date.

The Town of Willsboro is an Equal Opportunity Employer; minority-and women-owned businesses are urged to submit proposals

**Any questions regarding the requirements of this RFP should be addressed to:**

Shaun Gilliland, Town Supervisor  
Town of Willsboro  
5 Farrell Road  
Willsboro, NY 12996  
T: 518-963-8668  
F: 518-963-7488  
Email: [supervisor@townofwillsborony.gov](mailto:supervisor@townofwillsborony.gov)