



# **Request for Proposal**

## **Municipal Water System Evaluation and Preliminary Engineering Report**

**Town of Rensselaerville, New York**

**Water District #1**

**Date Issued: October 12, 2023**



## Table of Contents

Introduction	Page 4
Background	Page 5
Overview	Page 6
Scope of Work	Page 7
Description of Tasks	Page 8
Proposal Costs	Page 11
Other Requirements	Page 12
Submission Requirements & Selection Criteria	Page 13

## Introduction

The Water / Sewer Advisory Committee (herein referred to as the Water Committee) on behalf of the Town of Rensselaerville will accept proposals until midnight on November 16, 2023, for the Municipal Water System Evaluation and Preliminary Engineering Report project.

Submit all proposal materials as a single PDF document attached to an email addressed to the Water Committee Chair at the following email address:

[townclerk@rensselaerville.com](mailto:townclerk@rensselaerville.com)

Edwin Csukas, Water Committee Chair

Town of Rensselaerville

87 Barger Road

Medusa, NY 12120

518-239-4225

Respondents will have until midnight on November 16, to provide a response to this RFP. The Water Committee and Town of Rensselaerville will review the proposals and respond within forty-five days of RFP closure and after Town Board approval.

- |                                |                   |
|--------------------------------|-------------------|
| 1. RFP Posted:                 | October 12, 2023  |
| 2. Responses Due:              | November 16, 2023 |
| 3. Contract Awarded estimated: | December 14, 2023 |

Questions regarding this RFP should be submitted in writing via email to the Water Committee, at [villewatersewer@gmail.com](mailto:villewatersewer@gmail.com) by October 26, 2023. On November 9, 2023, the Water Committee will hold a recorded, virtual open forum with all potential respondents to review and answer questions previously submitted in writing. At least two days in advance of the forum, all respondents will be notified via email of the date/time and how to join the forum.

The goal of this RFP is for the Water Committee and the Town of Rensselaerville to select an engineering firm(s) to partner with Water District #1 stakeholders to develop a water district improvement plan that addresses the topics set forth herein, including construction project(s). At a minimum, the chosen plan will be the basis for submission to the NYS Intended Use Plan (IUP), due in June 2024. The IUP submission would make the Town of Rensselaerville eligible for grant funding supported by the recent federal Bipartisan Infrastructure Law (“BIL”) for said construction project(s).

Respondents should not only adhere to the requirements of this RFP, but also submit with their proposal a summarization of the proposal. Subsequently, each respondent may be requested to present the summarization to the Water Committee and the Town Board of Rensselaerville.

## Background

The Rensselaerville Water District #1 is a municipal water system owned and operated by the Town of Rensselaerville in Albany County, State of New York.

By resolution, the Town Board of the Town of Rensselaerville in 2003 appointed a Water/Sewer District Committee to serve in an advisory role to the Town Board with respect to matters pertaining to the water district (and sewer district). The Town Board delegated to the Committee, a variety of functions and authority:

- The preparation and issuance of requests for proposals
- Interviewing contractors and professionals
- Selecting personnel, contractors, and professionals for hire
- Negotiation of contracts subject to the approval of the Town attorney as to form and legal matters and subject to the review and approval of the Town Board
- Planning and development of plans for capital improvements for water supply and distribution and treatment facilities and recommending same to the Town Board for approval and implementation by the Town Board
- Applying for grants, governmental loans, and other sources of funding subject to review and approval by the Town Board.

Under no circumstances can the Committee bind the Town to, or incur, any indebtedness.

Water District #1 is the only water system owned and operated by the Town. The water system serves approximately 80 customers. All water system users are located inside the Town Boundary within the Hamlet of Rensselaerville.

Currently, none of the services are metered and customers are billed yearly based on home fixtures such as bathrooms, sinks, pools, etc.

The system's only water source is Myosotis Lake and flows to a manmade impoundment, both of which are owned by the non-profit corporation The Edmund Niles Huyck Preserve, Inc. The Huyck Preserve offers public access to Lake Myosotis for swimming, fishing, kayaking, canoeing, and picnicking. The Town has an easement, which expires in 2033 to maintain the dam as well as the remainder of the water supply system.

The water treatment plant is staffed by a part-time Town employee Water Treatment Plant Operator and by an on-call part-time alternate.

John Rice - Operator  
Certification - IIA-SW/GUI Filtration Plant

## **Overview**

The Rensselaerville Water District serves a portion of the Hamlet of Rensselaerville in the Town of Rensselaerville. The system serves approximately 200 persons through approximately 80 service connections. The system is currently not metered. The water distribution system is fed almost exclusively by gravity. One portion of the district, due to topography, depends on a pump system to receive water. The system supplies between 12,000 and 18,000 gallons per day (GPD) to the Water District. The source of the Town's drinking water is Lake Myosotis, located at the headwaters of Ten Mile Creek.

The water filtration plant was built in 1942 - making it over 80 years old. It employs a multi-step process to purify drinking water. First, the water from Lake Myosotis passes through a settling chamber to remove particles. It is then cleaned by a slow sand filter. During summer months, aeration is used prior to the slow sand filter in order to raise the dissolved oxygen levels. Filtered water then flows through a granular activated carbon (GAC) adsorber, a master meter, and is disinfected by a continuous sodium hypochlorite feed that then flows to a 50,000-Gal Concrete clear well (built in 1952) which is located underground. The tank provides chlorine contact time for disinfection. Water from the clear well flows by gravity to the water distribution system. The Town's Water District has installed a stand-alone granular activated carbon (GAC) filter.

The water distribution mains were replaced in the 1980s with new ductile iron pipe.

## Scope of Work

### Task Description

The scope of work should include at a minimum the following tasks, but the selected consultant should make every effort to include all relevant alternative tasks and recommendations.

1.0	Evaluate Lake Myosotis as a sustainable water source - the next 80 years
1.1	- Perform a source water analysis of Lake Myosotis for drinking water
2.0	- Identify and evaluate alternative source water sites
2.1	- Review previous groundwater studies
2.2	- Review previously identified potential groundwater sites, and new sites as appropriate
2.3	- Perform a source water analysis for drinking water of each alternative site
3.0	Analysis of a hybrid solution combining Lake Myosotis and other source water sites
4.0	Advise as to retrofit or complete replacement of existing water treatment plant
5.0	Analysis of existing distribution system longevity and capacity
5.1	- Analysis of Methodist Hill Rd pump distribution system
6.0	Evaluate the addition of water meters at each premise in the water district
7.0	Evaluate the dissolution of water district where all residents would drill individual wells
8.0	Evaluate a “do nothing” scenario
9.0	Provide a preliminary engineering report and associated paperwork for April 2024 IUP Listing

## Description of Tasks

### 1.0 Lake Myosotis as a sustainable water source - the next 80 years

- Conduct a comprehensive review and analysis of all relevant previous Water District #1 [Electronic Files - Reports and Documents](#).
- Perform an analysis of Lake Myosotis as the primary source of drinking water, considering factors such as climate change, source water protection, surface water versus groundwater and other mitigating factors. Include recommendations in the preliminary engineering report.
  - 1.1 Perform a source water analysis of Lake Myosotis for drinking water indicating the varying types of water filtration by cost (high to low) required to mitigate challenges with surface water sources. Include recommendations in the preliminary engineering report.

### 2.0 Identify and evaluate alternative source water sites

- Include recommendations in the preliminary engineering report.
  - 2.1 Review previous groundwater studies - Various studies have been submitted to the Town of Rensselaerville over the years that indicate groundwater sources which could be candidates for municipal wells. These studies will be made available electronically to all respondents to this RFP.
  - 2.2. Over the years, potential municipal well sites have been offered privately to the Town of Rensselaerville. The Water Committee will assist in coordinating interviews with property owners, previously offered donors, etc. to all respondents to this RFP.
  - 2.3 Perform a source water analysis of each site deemed by the respondent to be worthy of consideration as an alternative site.

### 3.0 Analysis of a hybrid solution Lake Myosotis and other nearby source water sites

- Rather than a single water source solution, the concept of a hybrid solution with two or more source water sites including Lake Myosotis is interesting for various reasons, most importantly to eliminate a single point of failure. Include recommendations in the preliminary engineering report.



#### 4.0 Retrofit or complete replacement of existing water treatment plant

- Based on the required analyses for this RFP, evaluate the retrofit or replacement of the existing water treatment plant given the following scenarios. Include recommendations in the preliminary engineering report.
  - Continuing to use Lake Myosotis as the sole water source for drinking water.
  - Discontinuing Lake Myosotis as the water source for drinking water and migrating to a new source.
  - Building a hybrid solution that continues to use Lake Myosotis as a water source for drinking water and at least one other new water source.

#### 5.0 Analysis of existing distribution system longevity and capacity

- The current distribution system is the result of an upgrade in the 1980s that replaced the previous infrastructure with ductile iron pipe. However, at over forty years old and not having a full analysis of what pipes were replaced, i.e. distribution mains only, feeds to individual homes, etc. There is a need to perform an analysis of the current system both for its longevity and capacity. Include recommendations in the preliminary engineering report.

5.1 Analysis of Methodist Hill Road pump distribution system - As part of the distribution system analysis, perform an analysis of the pump distribution system at Methodist Hill Road. It currently supports approximately eight homes that are uphill from the main distribution system. These customers suffer from poor water pressure and service outages due to the aging infrastructure of this pump station. Include recommendations in the preliminary engineering report.

#### 6.0 Evaluate the addition of water meters at each premise in the water district, as needed.

- In 2021, Delaware Engineers prepared a preliminary engineering report (PER) to secure funds for water meters at each premise in the water district. Unfortunately, this project was not funded due to a technical requirement in the grant application. However, the Town of Rensselaerville is currently preparing a funding request for the FY24 EPA Drinking Water System Infrastructure Resilience and Sustainability Program for a water meter installation project. Any relevant updates regarding the water meter installation will be shared with all respondents to this RFP.

7.0 Evaluate the dissolution of the water district

- Determine if this is a feasible and legal alternative, and if so, include an estimated costs per homeowner, costs and legal implications/liabilities to the Town of Rensselaerville, impact on the community, and any other mitigating factors.

8.0 Evaluate a “do nothing” scenario

- Provide a scenario where nothing is done and the Town of Rensselaerville does not take advantage of the potential grant funding available for construction projects which the federal BIL makes possible via IUP and other Clean Water and Drinking Water State Revolving Fund programs that support water quality and infrastructure improvement projects throughout NYS.

9.0 Provide a preliminary engineering report (PER)

- Respondents will provide a PER in the format required by the NYSEFC and the USDA to ensure the Town of Rensselaerville will be able to fulfill the requirements to submit an application to the NYS Drinking Water State Revolving Fund Intended Use Plan (IUP), the USDA Rural Development Water & Waste Disposal Loan & Grant Program, and other potential eligible programs. Respondents must be willing to revise the PER to accommodate programs not listed above.
- Complete associated required submission forms, including but not limited to the [Drinking Water State Revolving Fund IUP Project Listing Form](#)

## Proposal Costs

1.0	Lake Myosotis as a sustainable water source - the next 80 years	\$
1.1	- Source water analysis of Lake Myosotis	\$
2.0	Identify and evaluate alternative source water sites	\$
2.1	- Review previous groundwater studies	\$
2.2	- Review previously identified potential groundwater sites	\$
2.3	- Source water analysis of each alternative	\$
3.0	Analysis of a hybrid solution for Lake Myosotis and other source water sites	\$
4.0	Retrofit or complete replacement of existing water treatment plant	\$
5.0	Analysis of existing distribution system longevity and capacity	\$
5.1	- Analysis of Methodist Hill Rd pump distribution system	\$
6.0	Addition of water meters at each premise in water district	\$
7.0	Dissolution of water district; all residents drill wells	\$
8.0	Evaluate a "do nothing" scenario	\$
9.0	Provide a preliminary engineering report	\$
	<b>Total</b>	\$

## Other Requirements

- RFP responses must include a financial analysis of annual operational and maintenance costs for any recommendations that will naturally require those costs.
- When addressing items 2.0 and 3.0 in the PER, alternative source water analysis should include the impact of sites where gravity alone will not provide adequate distribution. In other words, weigh in on whether or not the cost of installing mechanical pumping distribution machinery and the associated annual operational and maintenance costs outweigh the intrinsic value provided to the water district.
- Overall, responses to this RFP should provide consideration for increased demand on water district infrastructure. This may be due to increased usage by existing users/households *and/or* the addition of new users/households to the district. Any alternatives or construction project(s) proposed in the PER should address how the system can/will accommodate this new demand. The cost analysis for any construction project(s) should consider economies of scale benefits for district users that may be gained from this increased demand, either at the onset of the construction project(s) or staged for potential future growth of the water district.
- The Town of Rensselaerville reserves the right to:
  - Not select any of the respondents.
  - Not select the lowest bid but consider the best value bid.
  - Choose different firms for different parts of the project.
  - Require amendments to a proposal as part of the review and procurement process.
  - amend, modify, or withdraw this RFP and:
    - Require supplemental statements or information from proposers
    - Extend the deadline for responses to this RFP
    - Reject any or all proposals received for any reason or no reason
    - And negotiate separately with competing proposers.

## **Submission Requirements & Selection Criteria**

The Town of Rensselaerville encourages the participation of Minority and Women-Owned Business Enterprises (M/WBE) in its procurement projects. The Town is committed to achieving statewide goals of increasing opportunities for New York State Minority and Women-owned Business Enterprises. Any firm that feels it may meet the state requirements for such certification is encouraged to visit the NYS Department of Economic Development for more information about the program and how to apply for certification.

Bidders/respondents will be evaluated on the following:

- Related experience, particularly in working with small rural municipal water districts
- An ability to comply with providing a cost and schedule outlined in this RFP
- An understanding of the process and requirements that municipalities must follow to be successful with the grant request submission process with state and federal agencies, including any supported by the Bipartisan Infrastructure Law (“BIL”).

The Department of Health scores drinking water eligible projects using the following criteria:

- MCL/Treatment Technique Violations
- Non-Treatment Sanitary Code Violations
- System Reliability/Dependability Issues
- Governmental Needs
- Financial Needs

Both federal and state laws required that New York develop a Drinking Water State Revolving Fund (DWSRF) Project Priority Ranking System. The priority ranking system establishes a list of eligible projects to be funded in a manner consistent with the Safe Drinking Water Act (SDWA) such that the most serious risks to public health are given the highest priority. The NYS Department of Health (DOH) has given the highest priority to acute public health risks, particularly those related to microbiological organisms. The next priority was given to situations that pose chronic and longer-term risks to consumers, such as organic chemical contamination. The scoring criteria also consider issues that are related to infrastructure upgrading or replacement. The project ranking system also considers, as mandated by the SDWA, special allocations and restrictions on the use of DWSRF monies for disadvantaged and small systems. A detailed description of the Project Priority Ranking System and Scoring Criteria are included in Attachment I to the [FY24 Draft Intended Use Plan IUP](#). ***All bidders must demonstrate knowledge of the IUP process and success with getting projects on the list.***

## **Method of Evaluation & Criteria**

As required by New York State Finance Law §163, the award will be made based on the best value (the proposal that optimizes quality, cost, and efficiency) to responsive and responsible Bidders, as determined in the evaluation process. The contract will not be awarded solely based on a low bid. However, the Bidder with the low bid may be awarded the contract if it provides the best value, as defined above.

The Water District Selection Committee will review and evaluate all proposals received. The Committee will recommend the award be made to the Bidder(s) whose proposal receives the highest overall evaluation score based on the criteria stated herein. The Committee may request Bidders to clarify the contents of their proposals.

The Committee may interview up to three bidders. Other than to provide such information as may be requested by the Committee, no Bidder will be allowed to alter its proposal or add new information after the final filing date and time. The ability to perform the services is most important in evaluating proposals. The evaluation criteria are listed below.

## EVALUATION CRITERIA

Bidders will be evaluated on a weighted scale that considers the following criteria:

	<b>Evaluation Criteria</b>	<b>Score Worth</b>
1.	<b>Cost - budget table</b>	30 points
2.	<b>Adequacy of the proposed methodology - technical experience/description of proposed services/knowledge of project</b>	15 pts
3.	<b>Skill and demonstrated experience of key personnel - prior experience performing similar assignments and staffing capability, specific skills of team working on project. Case studies from at least three (3) clients (municipal) for whom the bidder has performed similar services to those required in this RFP in the last five years.</b>	15 pts
4.	<b>Compliance with administrative requirements of the request for proposal (format, due date, etc.) Bid/Proposal Format</b>	10 pts
5.	<b>Bidder's demonstrated commitment to designing sustainable, climate change-resilient municipal water infrastructure systems - Based on previous work</b>	10 pts
6.	<b>Ability/commitment to meeting time deadlines - Late Spring 2024 IUP Listing &amp; PER</b>	10 pts
7.	<b>Results of communications with references supplied by the bidder - At least three (3) clients (municipal) for whom they have performed similar services to those required in this RFP in the last five years.</b>	5 pts
8.	<b>Minority- or women-owned business status of vendor - current NYS MWBE certificate of status included with submission</b>	5 pts
	<b>Total</b>	100 pts

After a vendor has been selected and approved by the Committee, the Town of Rensselaerville shall approve the final selection before contract execution.

**BIDDER QUESTIONNAIRE**

Company Name: \_\_\_\_\_

Is your firm a New York resident business?

Yes  No

Total number of people employed by your firm:

\_\_\_\_\_ company-wide:  
\_\_\_\_\_ in New York State.

Is your firm a New York State-certified MINORITY ENTERPRISE?

Yes  No

(If yes, attach a copy of your current New York State certification letter.)

Is your firm a New York State certified WOMEN-OWNED ENTERPRISE?

Yes  No

(If yes, attach a copy of your current New York State certification letter.)

Does your firm purchase goods or services or subcontract with any New York State-certified minority or women-owned enterprises?

Yes  No



**INTENT TO RESPOND FORM**

Email the following Intent to Respond form to Edwin Csukas, Water Committee Chair.  
[rvillewatersewer@gmail.com](mailto:rvillewatersewer@gmail.com)

RFP:

Dated \_\_\_\_\_

To: Rensselaerville Water District 1

Attn: Edwin Csukas

Re:

From:

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

We intend to respond to this RFP by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

\*\*\*