

REQUEST FOR PROPOSALS

City of Port Jervis

Engineering Services for the Trenchless Sewer Lining Project NYS CDBG Program #938PR138-18

1. Introduction & Invitation

The City of Port Jervis is seeking a qualified consultant to provide engineering services for the FY2018 New York State Community Development Block Grant (CDBG) Program. The City of Port Jervis was awarded a \$750,000 grant for the trenchless sewerline rehabilitation project. The project consists of \$750,000 in program funds and \$205,769 from the City of Port Jervis. Grant funding supplies, \$4,000 for program administration and \$50,500 allocated for program delivery costs including legal, engineering and other eligible services directly related to the FY2018 program with a contract termination date of December 17, 2025.

Payment for services will be made monthly upon receipt and review of invoice.

2. Scope of Services

Professional engineering and technical services, as required to implement and carry out the FY-2018 CDBG program, should include, but not be limited, to the following scope of services:

- a. Review the Engineering Report for City of Port Jervis – Sanitary Sewer System Improvement Project Phase 2 available on the City of Port Jervis website.
- b. Prepare technical specifications and contract/bid documents for the trenchless sewer lining machine and miscellaneous equipment deemed necessary by the Director of Public Works. The contract must include all federal requirement including but not limited to compliance with the Davis-Bacon Act, MBE/WBE requirements, etc.
- c. Coordinate the competitive bidding of the equipment with the City.
- d. Based on Engineering Report for City of Port Jervis – Sanitary Sewer System Improvement Project Phase 2 and in consultation with the City’s Director of Public Works, develop a plan and schedule to line defective sewerlines. Its anticipated that the project length will be 5-years.
- e. Attend equipment training sessions to be held in the City.
- f. Provide periodic on-site oversight of the sewer lining.
- g. Be available to immediately respond to emergencies or unforeseen situations that may rise during the work and provide engineering guidance.
- h. Provide a monthly report to the City for work completed each month.
- i. Provide an annual report to NYSDEC for work completed each year.
- j. Provide documentation that may be required by the grant administrator to fulfill grant requirements.
- k. Meet with the Director of Public Works and other City Officials as requested.

3. Contents of Proposal

- a. Name of firm/company, address, telephone number, contact, and brief history of the firm/company;
- b. List of personnel that will be involved in the project including an organizational flow chart and brief resumes of the individual staff persons;
- c. Prior similar wastewater experience.
- d. Fixed fee price with a cost breakdown to include overhead (cost allocation plan), travel, and miscellaneous expenses.

4. Evaluation Criteria

Proposals will be reviewed and evaluated by the City of Port Jervis in accordance with the following criteria:

Prior similar wastewater experience of the firm/company	40 Points
Qualifications of staff that will be actively involved with the project	30 Points
Availability – ability to provide access to qualified project team members on a continual basis	15 Points
Competitiveness of fee proposal/Ability to maintain budgeted costs for administrative services	15 Points

NOTE: The cost of service will be considered but will not be a primary selection criterion.

5. Delivery of Proposals

One (1) original, four (4) copies and a digital format of the proposals shall be addressed and/or hand-delivered to:

City of Port Jervis
Office of the City Clerk-Treasurer
P.O. Box 1002
20 Hammond Street
Port Jervis, New York 12771

Proposals must be received by 2:00 PM, local prevailing time, September 24, 2019. Proposal envelopes should be clearly labeled to:

- a. Identify that it is a sealed proposal
- b. Identify the name of the Bidder
- c. Identify the Project Name: **FY2018 Small Cities CDBG Program – Engineering Services.**

For additional information contact Robin Waizenegger, City Clerk Treasurer, telephone 845-858-4012, email: RobinWaizenegger@portjervisny.gov.

The City of Port Jervis reserves the right to reject any and all proposals submitted. All costs related to preparation of the proposal shall be borne by the proposer. Minority and women business enterprises (MBE and

WBE), Service Disabled Veteran Owned Businesses (SDVOB) and Section 3 business concerns are encouraged to respond.

Publication Date: August 28, 2019