



# Town Of Amenia

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4988 Route 22, AMENIA, NY 12501  
(845) 373-8860 x100 Fax (845) 373-8140

## **Request for Qualifications (RFQ) relating to Engineering Services associated with the Amenia Water District**

The Town of Amenia is seeking to enter into an engineering services contract with a qualified engineer/engineering firm to assist the Town in evaluating water infrastructure needs, identifying recommended system improvements and upgrades, both immediate and long-term, and to develop a cost estimate and map, plan, and report, needed to obtain Federal and New York State grants and low-interest loans.

The Amenia Water District is located in the Hamlet of Amenia, the Town of Amenia's principal business district. The Town of Amenia is located in eastern Dutchess County, New York. Please refer to the Town's website, [www.ameniany.gov](http://www.ameniany.gov), for additional background information.

The following outlines this request for qualifications.

I. Scope of Work - The engineering contract will encompass the following project-related engineering services to the Town of Amenia, including but not limited to the following:

- A comprehensive engineering evaluation of the Amenia Water System. The engineering evaluation will incorporate a detailed evaluation of the existing water distribution system. The evaluation will include analysis of: 1) Water Production (demand, well capacity and pump capacity); 2) Water Treatment and Capacity; 3) Water Storage; 4) Water Distribution (piping from production to distribution).
- The evaluation will include an analysis of the hydraulics, capacity, services life of the components and weak points.
- The hydraulic evaluation will require obtaining records, maps and data to perform calculation of head loss throughout the system. Head loss will be evaluated under several demands (peak, average, etc.) Records will be evaluated to determine if system losses may be present.
- A reliable and high quality water service is necessary for a thriving community. Having an understanding of the current infrastructure and demands will assist in the decision making for the operation, expansion, or improvement for the water supply system. All components of the system have to operate correctly to supply sufficient quantity and quality water to the community. Any failure of system can have a dramatic affect. Generating a study and a plan can assist with budgeting and costs for the operation of the system. Prioritizing of investments should be based on the cost and benefit to operation and flexibility of the system.

- The overall capacity of the system will be limited by one of 5 factors: Well yields; Well pump capacity; Treatment Capacity; Flow Capacity; and Controls Limitation.
- Service Life- System components have a limited operational life. Data will be gathered and documented to identify the age of components of the system. Prioritization of at risk components will be identified.
- Weak point identification is intended to determine system improvements to avoid long or large disruptions to the system. Missing or inaccessible valves would be an example, where a leak would require many customers to lose services. When weak points are identified, corrective action will be proposed to avoid excessive hardships.
- Prepare Comprehensive Map, Plan and Report- The document generated will gather all readily available information and organize it a logical manner. The report will also include action items to increase reliability and flexibility of the system.

II. Statement of Qualifications - The Town of Amenia is seeking to contract with a competent and qualified engineer/engineering firm, registered to practice in the State of New York, that has had experience developing engineering reports for Water Distribution Systems in New York State. Projects located in this general region of the state; and Women/Minority Business Enterprise (W/MBE) compliance. As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive the engineering services contract award. Also, please provide a copy of your current certificate of insurance for professional liability, and any relevant certification of WBE/MBE/DBE. If the lead engineering firm is not a WBE/MBE or DBE, certificates for any/all subcontractors must be provided. T: (845) 373-8860 E: vperotti@ameniany.gov F: (845) 373-9147.

III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Experience with similar projects	50
Capacity to Perform Under Deadline	50
WBE/MBE/DBE Participation	30
<b>Total</b>	<b>130</b>

IV. For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

V. Women Business Enterprise (WBE), Minority Business Enterprise (MBE) and/or Disadvantaged Business Enterprise (DBE) participation is encouraged. All responses must include WBE/MBE, and/or DBE participation in their response. Any contract resulting from this RFQ may be subject to 30% WBE/MBE/DBE participation requirements.

VI. Submission Requirements – Respondents shall provide one hardcopy response, along with a digital PDF submission. The PDF can be provided on a thumb drive or CD or by email to [vperotti@ameniany.gov](mailto:vperotti@ameniany.gov). Questions regarding this RFQ, must be submitted via email to [mhagerty@ameniany.gov](mailto:mhagerty@ameniany.gov).

VII. Deadline for Submission – Proposals must be received no later than 12:00 P.M. on Thursday, June 1, 2017 at the following address: Town of Amenia ATTN: Dawn Marie Klingner, Town Clerk, 4988 Route 22, Amenia, New York 12501.