

**\*\*THIS PAGE MUST BE FILLED OUT AND MUST BE THE COVER PAGE OF YOUR PROPOSAL\*\***

# City of Glen Cove

## Request for Proposal (RFP) RFP No. 2020-017



### PROFESSIONAL ENGINEERING AND INSPECTION SERVICES FOR THE LEAD SERVICE LINE REPLACEMENT PROGRAM

**Proposals Due: OCTOBER 30, 2020**

PROPOSER'S NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different from physical address):  
\_\_\_\_\_

Posted on: <https://www.bidnetdirect.com/new-york/cityofglencove>

## INVITATION TO PROPOSERS

REQUEST FOR PROPOSALS- Notice is hereby given that the City of Glen Cove is seeking to retain a professional engineering consultant to provide design, engineering, and construction inspection/monitoring services for the lead service line replacement program (LSLRP). The City has been awarded a New York State Department of Health LSLRP grant to assist in the replacement of residential lead service lines. The MBE participation goal is 15% and the WBE participation goal is 15%. Proposers may obtain the Request for Proposals (RFP) on BidNet Direct (<https://www.bidnetdirect.com/new-york/cityofglencove>) or the New York State Contract Reporter (<https://www.nyscr.ny.gov/>). The RFP is also available for download on the City of Glen Cove website (<https://www.glencove-li.us/bidrfp/>). Requests for Information are due by OCTOBER 19, 2020 BY 4:00 P. M. Proposals are due by OCTOBER 30, 2020.

**CITY OF GLEN COVE  
9 GLEN STREET, GLEN COVE, NY 11542  
Department of Public Works**

**REQUEST FOR PROPOSALS**

**Professional Engineering and Inspection Services  
Lead Service Line Replacement Program  
RFP#2020-017**

**Proposals Due: October 30, 2020**

**SECTION 1. INTRODUCTION**

**1. Project Location**

The City of Glen Cove (City) is situated on the north shore of Long Island in Nassau County, New York. The Project will be located throughout the City, at the site of residential lead service lines (from the municipal water main to the residence), on an as-needed and qualified basis. (The Project Engineer will work with the City to determine where residential lead service lines are present. In order to participate in the Lead Service Line Replacement Program (LSLRP), Glen Cove residents whose homes have lead service lines will submit applications to the City of Glen Cove. Applications will be processed by the City in order of receipt and prioritized using criteria established by the City.)

**2. Project Description**

The City of Glen Cove (City) has been awarded a New York State Department of Health (NYSDOH) Lead Service Line Replacement Program (LSLRP) grant in the amount of \$627,327. The LSLRP was created by the NYS Clean Water Infrastructure Act of 2017 to provide municipalities with grant funds to assist in the replacement of lead service lines. As noted above, the LSLRP will replace the entire length of residential lead service lines, from the municipal water main to the residence, in an effort to reduce the amount of lead in drinking water.

The objective of this RFP is for the City of Glen Cove to procure the services of a Project Engineer to assist in the management and coordination of project tasks. Please see Scope of Services below for further information.

The anticipated construction cost for improvements is \$535,944, based upon the grant award (note that construction contractors will be procured via a separate procurement process). The maximum cost for the engineering consultant—the Project Engineer that the City intends to procure with this RFP—is \$62,700, based upon the grant award.

**3. Project Funding**

The City has received funding for this project through a LSLRP grant, awarded by NYSDOH. The Glen Cove Community Development Agency (CDA) is responsible for grant administration, including vouchering. The City's Department of Public Works (DPW) is responsible for project administration. The Engineer shall be responsible for coordinating and complying with the CDA/DPW on all project funding-related decisions.

#### **4. Project Contract Administration**

The City of Glen Cove's DPW Director and staff will work with CDA on grant oversight and project management for this project. DPW and CDA will establish a Review Committee for this procurement to evaluate proposals.

#### **5. Project Schedule**

The anticipated contract award date for the Project Engineer is Fall 2020. It is the City's intent for construction of project improvements to be completed by May 31, 2021, based upon the end date of the master grant contract between NYSDOH and the City. The Engineer shall develop and adhere to a critical path method (CPM) schedule, including all necessary work within the Scope of Services detailed in this RFP, in order for the City to meet the expected project completion date.

#### **6. Subconsultants**

The Engineer will be responsible for:

- Coordinating and scheduling work, including work to be performed by any subconsultants.
- Technical compatibility of a subconsultant's work with the Engineer's and other subconsultants' work.

### **SECTION 2. SCOPE OF SERVICES**

In responding to this RFP, the selected Engineer will assist the City in fulfilling the following scope of work and meet the obligations outlined in its grant agreement with New York State. These obligations are detailed in this RFP. The Engineer shall not commence work on a phase of the project without the written approval of the City.

The Project Engineer will coordinate with staff from the City's Water Department/DPW to determine the most likely locations of lead service lines within the City (identify particular neighborhoods that were developed with lead service lines) and to assess approximately how many residential lead service lines need to be replaced. The City will be responsible for conducting outreach to property owners, and will oversee an application process to select property owners to participate in the program.

The Project Engineer will work one-on-one with property owners, contractors, and the City's DPW personnel to finalize scopes of work, including generic overall design plans for the project (which will be shared with NYSDOH for review) in addition to individual site-specific plans as necessary. With assistance/support from the City, the Project Engineer will prepare a Request for Qualifications (RFQ) to enable the development of a list of construction contractors that are

qualified to replace lead service lines and restore applicants' properties. The Project Engineer will provide bid support, inspection and monitoring of the lead line replacement work to ensure construction is up to the standard set by the scope, design, and requirements of the City of Glen Cove and the LSLRP. As replacement projects are selected, an individual scope of work for the replacement of the lead service line and any necessary restoration for each property, along with an estimated project cost for the property, will be prepared by the Project Engineer (working with DPW personnel). The Project Engineer will work with the City to develop a standard schedule of bids (create a standard template for bidding), and if at all possible, the City will strive to have replacement bids addressed in batches for cost savings. For each individual replacement project, a bid schedule will be released to the list of qualified construction contractors. The Project Engineer/DPW will coordinate the scheduling of each replacement project between the selected construction contractor and property owner. Oversight of each replacement project will be the responsibility of the Project Engineer. The Project Engineer will monitor and conduct inspections of each replacement project. A Certificate of Completion (form to be prepared by the City's DPW personnel and reviewed by the Project Engineer and NYSDOH) will be provided at the completion of each individual replacement project, and a recommendation for payment to construction contractors upon successful completion of each project will be made by the Project Engineer, for ultimate approval by DPW.

#### Project Engineer Tasks

1. Aid in locating the residential lead service lines within the City limits (the Project Engineer will coordinate with staff from the City's Water Department/DPW to determine the most likely locations of lead service lines within the City (identify particular neighborhoods that were developed with lead service lines) and to assess approximately how many residential lead service lines need to be replaced).
2. Develop generic overall design plans with standard details, in addition to individual site-specific plans as needed, along with an estimated project cost for each property.
3. Provide bid support and prepare an RFQ (with support/assistance from the City) for development of a qualified contractors list.
4. Develop a standard schedule of bids (create a standard template for bidding). For each replacement project, prepare a bid schedule to be released to the list of qualified contractors.
5. Coordinate between DPW, construction contractors, and property owners regarding the scheduling of each project.
6. Provide inspection and monitoring of lead line replacement work to ensure construction is up to the standard set by the scope, design, and requirements of the City and LSLRP.
7. Review the Certificate of Completion which will be prepared by the City's Water/DPW staff at the completion of each individual project, and make a recommendation for contractor payment.
8. General overall coordination with Water/DPW/CDA staff.

### **SECTION 3. PROPOSAL REQUIREMENTS**

- Proposals shall be submitted with a completed Proposal Cover Sheet (see first page of this RFP) as the cover page.

- The Engineer shall demonstrate that it has relevant experience in performing projects of comparable value and scope to the type described in this RFP. Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.
- As part of responding to this RFP, the Engineer should demonstrate familiarity with the project and project area.
- Proposals shall be signed by an authorized representative of the Engineer firm.
- Proposals shall be single-spaced, with font size not less than 12 point and be limited to fifteen (15) pages double-sided typed on 8 ½" x 11"-sized paper. This does not include the cover letter, certificates of insurance, fee proposal, and resumes that must be included with the submission.
- The proposal must be paginated. Illustrations may be included. Oversized drawings may be submitted but must be accompanied by 8 ½" x 11" sectionals or reductions to 8 ½" x 11". No telegraphic or facsimile proposals will be accepted. The proposals will be evaluated on the basis of content, not length.
- Incomplete proposals that do not include all of the requested components will not be accepted for review and consideration.

The proposal shall be presented in separate tabs as noted (preceded by a completed Proposal Cover Sheet (see cover page of this RFP)):

1) Team: Identify all significant project team members who will be assigned to the project, their titles, applicable licenses and certifications, and statement of qualifications, including all subconsultants. The project will require oversight of a Professional Engineer licensed in the State of New York. The Engineer must provide qualified structural, civil, water and environmental personnel to adequately and completely perform the requirements of this project, including professional engineering personnel licensed in the State of New York. Include an organizational chart showing how the project team will operate internally and how it will liaise with the City.

2) Project Approach and Understanding: Provide a project approach and understanding describing how the project team will meet the overall objectives of the City, ensure a quality project, stay within budget, and assure timely completion of tasks.

3) Describe the overall expertise and experience of the firm and subconsultants (if any) relative to the Scope of Services contained in this RFP, as well as availability of key personnel.

4) Provide summaries and references for similar type of work as requested in this RFP, including recent project information, project construction cost, and a contact name and phone number. A minimum of three (3) water engineering projects in progress or completed in the past ten (10) years are required. Permission to contact references is assumed. The proposer may not use more than one (1) City of Glen Cove or CDA/IDA (Industrial Development Agency) reference; additional City work may be represented in other proposal sections.

5) Provide the geographic location of the firm relative to Glen Cove's location. The firm should include a street address of the office proposed to handle the work. In addition,

provide a working email address for a representative of the responding firm. This person will be contacted when the City distributes responses to Requests for Information (RFI) to proposers. All Requests for Information (RFI) and questions will be received and posted on BidNet. See link on 1<sup>st</sup> page of this proposal.

6) The work program proposed to provide the services requested in this RFP, noting the reason for any particular deviations from the Scope of Services provided herein.

7) A project schedule identifying completion of tasks, deliverables, and project milestones.

8) Certificates of Insurance.

9) Detailed fee proposal including the Engineer and any subconsultants. This fee proposal shall include manpower estimates (number of hours for each staff member) for each phase of work per the Scope of Work and an hourly rate schedule. Estimated costs for travel, printed material, postage, and other relevant items should be provided broken down by task per the work program<sup>1</sup>.

The Engineer and its subconsultants shall meet the following insurance requirements:

- Workers' Compensation to limits required by New York State law
- Disability Benefits coverage as required by New York State Disability Law
- Commercial General Liability Insurance- \$500,000 for bodily injuries, including wrongful death to any one person, and \$2,000,000 each occurrence, and \$5,000,000 general aggregate
- Business Automobile Liability- \$1,000,000
- Professional Liability Insurance- \$1,000,000 maintained during and for a period of three (3) years after completion of the City's contract for the subject project with NYSDOH, the City of Glen Cove and the Glen Cove Community Development Agency
- Property Damage Insurance- \$100,000 for damages on account of any one accident and \$200,000 dollars aggregate during the policy period
- NYSDOH shall be listed as Certificate Holder on all liability insurance certificate(s), as additional insureds on endorsement(s) and on additional supporting documentation
- All contracting firms' insurance policies shall name the City of Glen Cove, Glen Cove Community Development Agency, and other parties as recommended, additionally insured
- The insurance policies should be provided by insurance companies licensed to do business in the State of New York

Minor subconsultants or service providers may petition for reduced insurance amounts through the Engineer, but such limits will be established based on perceived liability by

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<sup>1</sup> The multipliers for overhead costs and fee used by proposers to calculate hourly billing rates presented in the fee proposal shall not exceed 2.8% for design and reporting tasks (Tasks 1-5, Tasks 7-8) and shall not exceed 2.3% for construction tasks (Task 6). The hourly billing rates of the Engineer's principals assigned to the project, inclusive of the stated multipliers, shall not exceed \$185.00.

the City, value of such minor services, and at the sole discretion of the Glen Cove DPW Director and City Attorney.

Proposers are required to include their firm's last audited financial statements as an appendix to their proposal. See Section 6 of this RFP for submission requirements.

## **SECTION 4. PROPOSAL CONDITIONS**

### **1. Conditions Governing Proposals**

Only those proposals, which contain complete information and are responsive to the RFP, will be considered. Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the City's attention.

The City reserves the following rights:

- To accept or reject any of all proposals;
- To waive or modify minor irregularities in proposals received;
- To amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
- To award a contract for any or all parts of proposal and negotiate with the successful proposer, within the proposal requirements, to best serve the interests of the City.

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.

The City will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

### **2. Freedom of Information Law**

All RFP submission materials become the property of the City of Glen Cove. The City is subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City. Portions of the proposals which contain proprietary information, trade secrets, or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the City in writing along with the specific reasons for the exception.

### **3. Notification of Award**

Award of contract occurs when a formal contract has been approved by City of Glen Cove City Council and executed by the City. A Recommendation of Award does not constitute award of contract. If a contract is awarded, it shall be awarded to the responsive and responsible proposer whose offer conforming to the Request for Proposals will be most advantageous to the City as set forth in the Evaluation Criteria. The City will notify the successful proposer by phone, followed by written confirmation. The City will notify each proposer whose proposal is rejected in writing.

A contract defining terms and conditions of the parties will be drafted by the City. The contract may incorporate any or all of the RFP and as much of the successful proposers' final proposal as may be appropriate. The successful proposer must show evidence of required insurance coverage per this RFP. The City of Glen Cove reserves the right to postpone, cancel, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Proposers are advised that the City of Glen Cove has the option of selecting the Engineer without conducting interviews, discussions, or negotiations. Therefore, proposers should submit their best proposals initially, since discussions or negotiations may not take place.

#### **4. Liability**

The City is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the City is not liable for any costs incurred prior to approval of the contract.

#### **5. Familiarization Costs**

It is the sole responsibility of the prospective firms to familiarize themselves with the City's current programs, facilities, documents and any other information which is necessary and relevant to the Scope of Services detailed in this RFP. The City will not allow any claims for payment which include billable time for familiarization costs borne by the proposer in familiarizing themselves with the above, regardless of whether the costs were incurred prior to or following the submission of the proposer's proposal or prior to or after receiving an award.

### **SECTION 5. M/WBE and Title VI Policy**

#### **1. M/WBE Policy**

Minority and Women Owned Business Enterprises (M/WBEs) are strongly encouraged to participate in this procurement. Please see RFP attachments for more information on the non-discrimination and affirmative action policies for the project. For this grant-funded project, NYSDOH has established a goal of 30% for Minority and Women-Owned Business Enterprises ("MWBE") participation on any eligible expenses including subcontracted labor or services. The goal will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation.

#### **2. Title VI Policy**

The City of Glen Cove, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US. C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Minority and Women-Owned Business Enterprises (M/WBEs) and disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **SECTION 6. SUBMISSION REQUIREMENTS**

The proposer shall submit this proposal electronically **via BidNet by the date and time stated in this solicitation.**

The RFP number for this solicitation is **RFP #2020-017.**

Emails with questions regarding submission requirements can be sent to Yelena Quiles at [purchasing@glencoveny.gov](mailto:purchasing@glencoveny.gov).

## **SECTION 7. SUBMISSION DEADLINE**

Respondents must submit their proposals, electronically, on or before **October 30, 2020**. See Section 6 for Submission requirements. All proposals must be received before the end of the submission period. A proposal may be withdrawn only by written request at any time prior to the date specified as the submission deadline. The successful candidate shall *not* modify the proposal after having been notified that the proposal has been accepted by the City, except at the written request of the City.

Submission shall attest to the proposer's ability to perform *all* tasks required under this RFP. The City reserves the right to reject any and all proposals received and to waive any informality in the procurement process, and to accept the proposal which in its judgement best serves the interest of the City.

The City is under no obligation to return proposals to proposers.

Proposals received after the scheduled time and date will not be accepted. Facsimile and e-mail proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

## **SECTION 8. REQUESTS FOR INFORMATION**

All requests for information should be submitted by **October 19, 2020** to the authorized contact person.

The authorized contact person for this procurement is Yelena Quiles, Purchasing Agent. **All questions are to be posted on the BidNet platform, please do not email questions. If you email your questions, they will not be answered.** If you require other information, please email [purchasing@glencoveny.gov](mailto:purchasing@glencoveny.gov) for further clarification.

Ms. Quiles will compile all responses which pertain specifically to this project and will distribute them to the BidNet list of registered proposers on or by **October 23, 2020**. The answers will only be posted on the BidNet website, <https://www.bidnetdirect.com/new-york/cityofglencove> as an addendum to the RFP. The proposer shall be responsible to check the City of Glen Cove's BidNet site to check for any addendums issued for this RFP.

No contact with any City personnel regarding this project is allowed until such time as an award has been made. Contact with personnel other than Ms. Quiles is grounds for elimination from the procurement process.

## **SECTION 9. PROPOSAL EVALUATION**

Proposals will be evaluated and ranked by the City using the following criteria with the assigned weighted percentages. Proposals will be reviewed on quality, expertise, and completeness; potential for completing the work as specified in the RFP; experience with projects similar in nature/funding and previous experience with municipal clients; understanding of and approach to the project in conjunction with the proposed schedule; the organization, availability, and qualifications of key personnel; cost reasonableness; familiarity with State and Local requirements; logistics and familiarity with the project area; and ranking with competing proposers.

Experience with projects similar in nature and funding and previous experience with municipal clients	40 points
Project approach/ understanding/ schedule	20 points
Organization/ availability/ qualifications of key personnel	10 points
Cost Reasonableness	10 points
Familiarity with State and Local requirements	10 points
Logistics and familiarity with the City of Glen Cove	10 points
<b>TOTAL:</b>	<b>100 points</b>

The City may determine a short list of up to three (3) qualified proposers which may be asked to appear for a personal interview at the offices of the City and make a presentation as part of the interview. Due to the COVID-19 pandemic, there is a possibility that interviews may be conducted via video call, rather than in-person. Non-attendance will be grounds for disqualification. The presentation format is to be determined by the proposer. The proposer should be prepared to clarify any components of their proposal with the City.

The Review Committee for this RFP shall include, but is not limited to, Glen Cove DPW, Purchasing/Finance, and the CDA. The Committee is responsible for evaluating proposals and conducting interviews.

Proposers may be subjected to additional questions by the City. Non-responses will be grounds for disqualification.

The proposers must make their proposal with no expectation of reimbursement or compensation for time or material costs incurred in preparation of their proposal.

## **SECTION 10: CONDITIONS OF CONTRACT**

### **1. State of New York Master Contract (NYSDOH LSLRP)**

The Engineer contract shall adhere to provisions for specifying: (1) that the work performed by the Engineer must be in accordance with the terms of the NYSDOH LSLRP contract; (2) that nothing

contained in the Engineer contract shall impair the rights of the State under the NYSDOH contract; and, (3) that nothing contained in the Engineer contract, nor under the NYSDOH LSLRP, shall be deemed to create any contractual relationship between the Engineer and the State. The NYSDOH LSLRP contract or specific section(s) thereof are included as an attachment to this RFP.

## **2. Subcontracting**

The Engineer may propose subcontracting portions of the responsibilities addressed in its proposal. The proposal must identify any such subcontract(s) and the relevant work they will perform. The City reserves the right to review and approve all subcontractors. The Engineer is responsible for oversight and management of all subcontractors.

## **3. Payment Process and Claim Requirements**

Payments to the Engineer will be made in accordance with the terms of City and grant requirements. All invoices must be accompanied by signed timesheets, City claim vouchers, and other appropriate supporting documentation as requested by the City and/or CDA.

The City's standard payment term is thirty (30) to sixty (60) days upon receipt of invoice and originally signed voucher after services are performed or goods delivered. Payment for services performed to the satisfaction of the City shall be made on a monthly basis in the ordinary course of business upon receipt of duly authenticated invoices and vouchers. Receipts for all non-personal expenses must be attached for such expenses to be eligible for reimbursement. Ten (10) percent of the contract amount will be retained for up to 60 days after the final product has been delivered in order to ensure full compliance with contract guidelines.

## **4. Statement of Vendor Qualifications**

The City of Glen Cove's Statement of Vendor Qualifications form is provided as an attachment to this RFP. The selected/winning proposer will be required to complete this form and submit to the City of Glen Cove.

## **SECTION 11. TIMELINE FOR PROCUREMENT**

**Release of RFP: October 8, 2020**

**Deadline for RFIs: October 19, 2020** via the BidNet platform by 4:00 p.m. EST. Questions can also be asked directly on the BidNet platform.

**City Response to RFIs: By or before October 23, 2020 and posted to**

<https://www.bidnetdirect.com/new-york/cityofglencove>

**Deadline for submission of proposals: October 30, 2020** no later than 5:00p.m. EST. Please submit your proposals electronically via the BidNet platform.

**Anticipated Review Period: November 2020**

**Award of Contract:** Anticipated November 2020 or early December 2020

**SECTION 12. ATTACHMENTS**

**Attachment 1:** Sample City of Glen Cove Contract

**Attachment 2:** City of Glen Cove Contract with New York State Department of Health

**Attachment 3:** Title VI/Nondiscrimination Assurances

**Attachment 4:** Statement of Vendor Qualifications