

REQUEST FOR PROPOSAL

AN ENGINEERING STUDY OF WATER DISTRIBUTION SYSTEM PRIMARY VALVES

An engineering assessment of the condition and needs of the City of Watervliet Water System - Primary Distribution Valve structures that provide initial water distribution from the Water Filtration Plant throughout the City

Mayor Charles V. Patricelli
Councilman Christopher Daus
Councilman Anthony Ferrandino



Melissa Cherubino, General Manager

1. Introduction:

The City of Watervliet is accepting proposals from qualified engineering firms to develop a study and needs assessment for the valve system in the City of Watervliet Municipal Water Distribution System.

This program is funded through a planning grant provided by the New York State Office of Community Renewal.

Proposers must be licensed to practice professional engineering in the State of New York. Proposals must be received no later than July 13, 2026 at 10:00 AM (local time) at the following address where they will be unsealed, opened, and read aloud:

General Manager, Melissa Cherubino
Office of the General Manager
2 15th Street, Room 6
Watervliet, New York 12189

A total of three (3) hard copy proposals in a sealed envelope shall be submitted with one electronic copy (PDF). Proposals may be mailed, but the city gives no guarantee that said proposal will be received by the designated time.

The sealed bid envelopes should be marked: ***“Response to Request for Proposal for Watervliet Primary Distribution Valve Study.”***

2. Background:

The City of Watervliet, NY is a community located in Albany County approximately 6 miles north of the City of Albany. The community’s municipal Water Supply System that was constructed in 1918. A dam and reservoir impoundment in the Town of Guilderland pumps raw water 18 miles underground to the Watervliet Filtration Plant located Latham, NY. The water after filtration and the disinfection process enters the Watervliet Water Distribution System. The section of the distribution system that connects the filter plant with the water main grid that provide service to the entire city is known as the “Red Zone” or primary arterial water main connectors. This study focuses on the valves that are part of this Red Zone area. (See attached map)

3. Scope of Services:

The individual or firm selected will provide professional engineering services related to the Water Distribution System. The goal of the study is to identify deficiencies; system needs and recommend upgrades to water distribution infrastructure. The area for this study includes section of the distribution system that connects the filter plant with the water distribution water main grid that provides service to the entire city. This section is known as the “Red Zone” or primary arterial water main connectors. (see attached map).

This Red Zone area consists of approximately 30,000 LF of piping and estimated 25-30 valves. The focus of this study is on the water valves in the system.

The study will provide the ability to prioritize needs and develop strategies to repair the infrastructure before possible catastrophic failure of any part of the distribution system can occur. The General Manager, or her designate representative, will work with and direct the Engineer on priorities and components to focus on for review. The study will be the template for future Red Zone valve infrastructure capital improvements projects, project grants and upgrades and modernization of the system.

The services provided by the individual or firm selected may include, but may not be limited to the following services:

- Review of the valves and hydrants in the Red Zone Watervliet Distribution System area
- Identification and description of valves in the Red Zone Watervliet Distribution System area and identification and documentation of deficiencies, system needs and recommend repairs and upgrades.
- Prepare draft report for review by the city.
- Provide all valve and hydrant information in a form and format to upload to the Watervliet Water System GIS platforms.
- Prepare Standard Operating Procedures as part of the study for preventative maintenance and regular inspection of the valves and an emergency response plan for critical valve repair or replacement.
- Provide construction cost estimate of any proposed and needed improvements.
- Prepare final report, furnish 3 copies to the city (including 1 electronic PDF copy)

4. Content of RFP Proposal:

Interested parties should submit a written proposal to include, but not be limited to:

- Cover letter.
- General company brochure or business information material including a description of services the firm renders for its clients.
- A listing of relevant projects undertaken over the past 5 years, including locations, descriptions, costs, and other important information.
- Resumes of staff who will be working on the project.
- References include names, addresses and phone numbers for three current or former clients.
- Lump Sum Fee proposal- costs

5. Project Schedule:

The response to the RFP shall indicate the estimated time to complete the study in a project schedule and generate the draft report and the final report in a timely manner. In any event the draft report must be complete on or before March 31, 2027, the final report must be completed and accepted by the City of Watervliet on or before April 30, 2027. This schedule is pursuant to Section 2 (a) of the contract for the CDBG grant program between the City of Watervliet and NYS Office of Community Renewal.

6. Selection Process and Proposal Information:

Prospective consultants shall submit the cost for their proposals in a lump sum format.

The NYS Office of Community Renewal Guidelines Chapter 4 requirements govern all aspects of this RFP and contracts with the successful bidder.

Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the Consultant will bring to the project.

The city may select a provider that is not the lowest cost. The City reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of the City of Watervliet. The successful Consultant will be expected to execute a Contract with City of Watervliet as designated by the City and provide the City with a certificate of insurance naming the City and the NYS Housing Trust Fund Corporation (HTFC)-Office of Community Renewal as an additional insured in accordance with the attached limits.

An attached non-collusion statement should be submitted with the response.

Method of payment by the City of Watervliet for this study will be payment in full upon the acceptance of the final and completed study from the consulting engineer.

Selection Process The selection process may or may not include formal interviews and will be based primarily upon a point system with the following criteria that are presented in no formal order:

Evaluation Criteria	
Cost-Fee	45%
Experience familiarity with large water systems	10%
Qualification and experience of assigned Staff	10%
MWBE SDVOB status	5%
Related experience with this type of project	25%
TOTAL	100%

7. City of Watervliet - Contractor Insurance Requirements

The consulting engineer agrees to hold harmless and indemnify the City of Watervliet and the officers, agents, and employees of said City, and, the NYS Housing Trust Fund Corporation (HTFC)-Office of Community Renewal from and against all loss, damage, claims, demands, causes of action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the consulting engineer and arising out of the Consultant's performance of this Agreement.

Additionally, the consulting engineer agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the consulting engineer or by its subcontractor. Before commencing work on behalf of the City of Watervliet, the consulting engineer shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

1. Coverage shall not be canceled or reduced until (30) days' written notice has been given to the City.
2. Underwriters will have no rights of recovery or subrogation against the City of Watervliet, it being the intention of the parties that the insurance policies so effected shall protect both parties.
3. The insurance company(ies) issuing the policy(ies) shall have no recourse against the City of Watervliet for payment of any premiums or for assessments under any form of the policy.
4. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the consulting engineer in the amount as indicated in such policies.
5. The coverage parts and amount of insurance required are as follows:
 - a. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate.
 - b. Coverage shall include bodily injury, property damage, and blanket contractual liability. The City of Watervliet shall be named as an additional named insured.
 - c. Automobile Liability with minimum limits of \$1,000,000 for each accident. Coverage shall provide for any vicarious liability of the City of Watervliet and be applicable to all owned, non-owned, hired, borrowed or temporarily.

8. MWBE EEO Requirements

This project is being funded in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract: Bidders on this work will be required to comply with Section 109 and E.O. 11246 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, Anti-Kickback Act, and Contract Work Hours and Safety Standards Act. The City of Watervliet is committed to and supportive of efforts to effectively maintain and/or increase the use of Small and Minority/Women-Owned Business and Historically Underutilized Businesses (HUB) contract participation for projects, services including professional and consulting services.

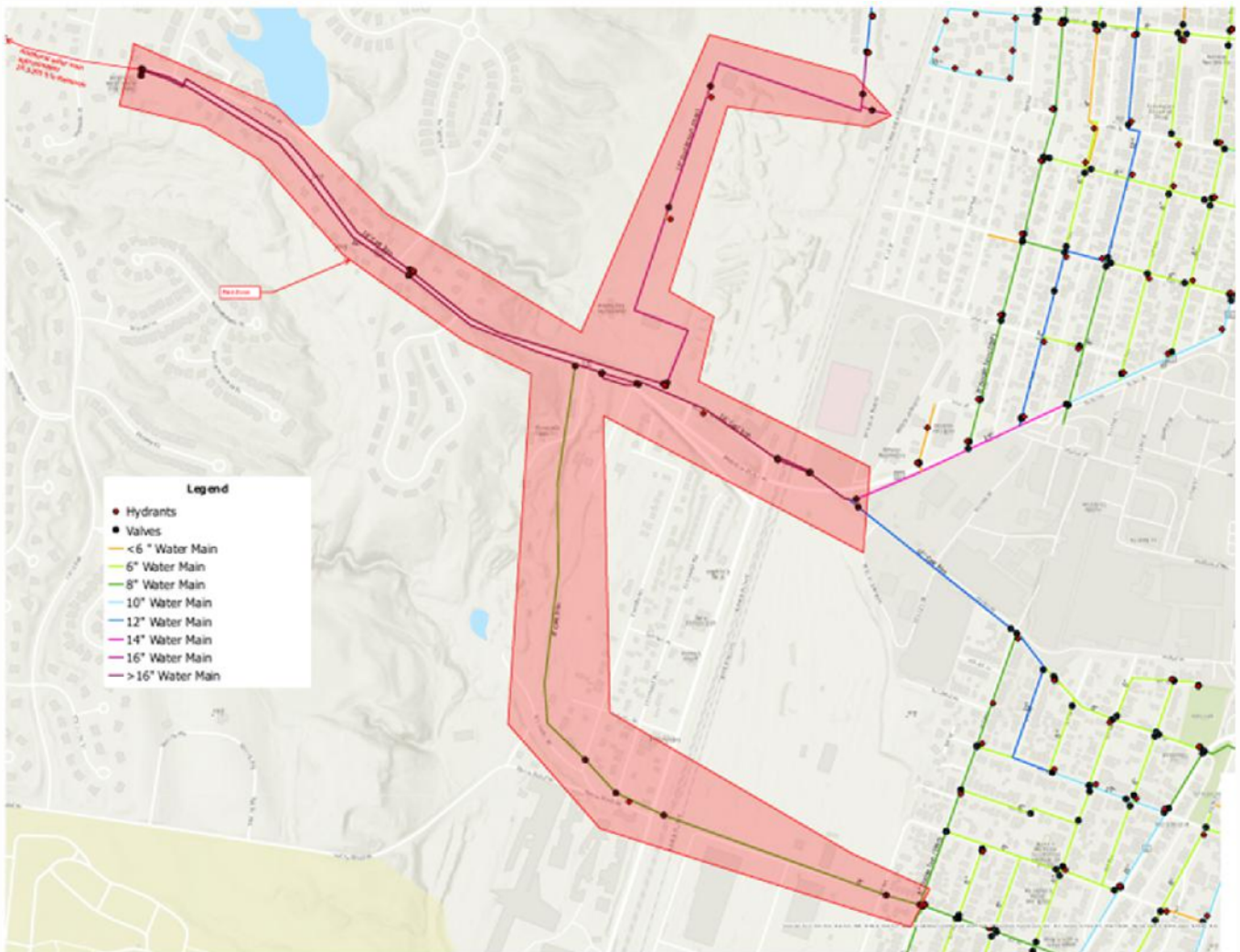
9. Additional Information

The submission of additional pertinent information beyond the requirements of this RFP is acceptable. This would include the identification of any work not covered in the Scope of Services, together with an estimate of hours for the additional work that you believe is important or necessary to meet the project's objectives.

No bidder may withdraw his/her bid within 7 days after the actual date of the opening thereof. The City of Watervliet reserves the right to waive any informalities or to reject any or all bids.

This municipality is an Equal Opportunity Employer.

**WATERVLIET WATER DISTRIBUTION SYSTEM
Primary Arterials - Water Distribution Main – “Red Zone”
Illustrative Map**



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