

**REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE CITY
OF OLEAN**

Section 1. Summary of Request

Purpose – The City of Olean (“City”) is accepting proposals from qualified consultants to provide professional engineering services in connection with the scope of work as defined below.

One copy of the proposal should be addressed to:

Dale A Walker
City of Olean Water Plant
1332 River Street
Olean, NY 14760

Questions regarding the proposal may be directed to Mr. Dale A Walker at:

716-376-5699
716-376-5704 (fax)
dwalker@cityofolean.org

Proposals should be received by the City no later than 4:00 p.m., on January 23rd, 2017.

Section 2. Background

The City is looking to replace an existing potable water booster station with an upgraded facility at a different location. This booster station provides water to a housing subdivision and 200,000 gallon steel tank. A design for a new building, booster pumps, electronic controls, and so forth will need to be created. In addition, the City of Olean is seeking funding assistance through New York State.

Section 3. Scope of Work

The Consultant will provide professional services to assist the City in the process of design, bid plan and specification preparation and bidding, construction management and inspection. No cost estimate has been prepared for the project.

The Scope of Work shall include, but is not limited to, the following:

- Planning and design of a pit and building to house the pumps, motors, and all associated equipment.
- Sizing of pumps and motors at the proposed location to provide proper water flows and pressure to the subdivision and storage tank.
- Connection to the City’s existing PLC and SCADA system.
- Meeting application requirements for NYS water system improvement grants.

Section 4. Required Submittals

Proposals should include the following:

- Background information that describes the nature and history of the firm or individual, including client listings and references.
- Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with potable water booster station and water storage projects in New York State.
- Specific New York State projects that received grant funding, full or partial.
- Identification and resumes of the persons who will provide the services.
- References for your work, including if applicable, the names and contact persons for any entities for which services have been provided within the last five years.
- A cost schedule which shall include cost for:
 - Engineer's Report
 - Design of the new booster station
 - Bidding assistance
 - Oversight of construction, including project representative.
- A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The City will award based on a fixed price contract.

Section 5. Selection Criteria

The City will rank the proposals received based on an evaluation of positive prior work experience with the City of Olean and knowledge of the City of Olean's potable water system (10%), technical skills (25%), general experience with NYS potable water systems (40%), and cost (25%). The City will select, at its option, one or more consultants with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a consultant will be made in rank order.

Section 6. Miscellaneous

The City reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select consultants for the program outside the scope of this RFP.

The City assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverage, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling 716-376-5699.