



# Plattsburgh, New York

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July 11, 2025

To: Whom This May Concern

From: Janelle Henry  
Environmental Manager

**Ref: Request for Qualifications (RFQ);  
“Engineering Consulting Services for Drinking Water Systems Improvements – Phase 4”**

## PROJECT OVERVIEW

The City of Plattsburgh seeks qualification-based proposals from New York State licensed professional engineering firms or licensed engineering teams to assist with engineering tasks associated with the Drinking Water Systems Improvements – Phase 4 (The Project).

The City has been awarded a New York State Environmental Facilities Corporation (NYSEFC) Water Infrastructure Improvement Act (WIIA) grant in the amount of \$5,000,000 for the Project. The proposed project consists of a variety of improvements aimed at providing reliable source capacity, raw water transmission upgrades and Water Filtration Plant (WFP) upgrades.

The New York State Department of Environmental Conservation (DEC) issued DEC Water Withdrawal Permit #5-0913-0036/00003 in April, 2023. Subsequently, public supply well PW-1 has been installed, and a second well, PW-2, is slated to be installed in 2025. This project will consist of:

- Installation of a third production well to be called PW-3, in addition to erosion and sediment control, new piping to connect to the existing transmission main, and new electrical service for the well pump;
- Relining sections of the raw water transmission main between the West Plattsburgh Cross Connection and the WFP;
- Installation of a new manganese treatment system and building at the Mead Reservoir Intake Facility;
- WFP upgrades including new pre-treatment flow metering, flow control and chemical addition/mixing, 1956 filter building rehabilitation and WFP Supervisory Control and Data Acquisition upgrades;

The Project referenced in this RFQ is anticipated to be funded with New York State and/or Federal loan and grant funds. All project activities associated with the project must be performed in accordance with NYSEFC requirements and regulations.

In selecting the consultant engineering firm the City will consider the following qualifications:

- Qualifications of the firm
- Related project and general experience of team
- Experience of key project team members
- Familiarity with the City's water system
- Ability to meet schedules
- Working relationships

**STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS:**

The SOQ response shall include the following:

1. A description of your firm's experience and qualifications in providing design and construction phase engineering services for similar municipal drinking water projects;
2. An organizational chart specifically identifying the key members of the project team available to be assigned and committed to this project along with their experience on similar projects. The chart shall identify one primary point of contact;
3. Confirmation that the proposer is a professional engineer licensed to work in the State of New York; and
4. A list of successfully completed NYSEFC funded projects completed over the last four-year period.

A detailed scope of services and fees will be negotiated with the selected consultant after selection. No scope of services is requested at this time, but interested consultants should demonstrate ability to complete proposed project and required services.

## **SUBMISSION OF INFORMATION**

All SOQs must be received before 11:00 am on Thursday, July 31, 2025. The envelope shall be labeled "Drinking Water Phase 4 SOQ". Please submit your SOQ **hard copies only** to:

Janelle Henry  
Environmental Manager  
City of Plattsburgh  
41 City Hall Place  
Plattsburgh, NY 12901

If you have any questions, please contact Janelle Henry, (518) 536-7475 or [henryj@cityofplattsburgh-ny.gov](mailto:henryj@cityofplattsburgh-ny.gov).

## **EVALUATION**

The SOQs will be reviewed and evaluated as outlined below.

First, the responsiveness of the SOQ will be determined. To be responsive, it must comply with the submission requirements.

A comparative assessment of the SOQs will be made after determining that all requirements of the RFQ have been satisfied.

Firms may be contacted for an interview. Once an engineering firm has been chosen, the City will negotiate a final scope of work and a corresponding price with that firm. If an agreement is not reached, the City will work its way down the list.

## **GENERAL REQUIREMENTS**

1. Proof of General Liability Insurance, Automobile Liability, Workers Compensation and NYS Disability Insurance will be required prior to commencing any work. Liability insurance coverage shall be in the amount of \$2,000,000, Combined Single Limit or equivalent. Professional liability insurance is required. Excess Liability coverage shall be in the amount of \$2,000,000. The City of Plattsburgh needs to be named as additionally insured.
2. Compliance in NYS Department of Labor (DOL) requirements for payment of prevailing wages to survey employees in accordance with the DOL Prevailing Wage Determination furnished for this project and on file in the Engineering Department, City Hall.

**END OF RFQ.**