

**Livingston County Water and Sewer Authority
Request for Proposals
For Professional Engineering Services
For the**

Livingston County Water and Sewer Authority (LCWSA) Regional Water Supply Project

DWSRF Project No. 19225
LCWSA Project No. 31450

INTRODUCTION

The Livingston County Water & Sewer Authority (the “Authority” or “LCWSA”) is a public benefit corporation that was established in 1995 by an act of the State Legislature. As outlined in its enabling legislation, the Authority was created *“for the benefit of the people of the county and the state, for the improvement of their health, welfare and prosperity, and that such purposes are public purposes and that the authority is and will be performing an essential governmental function in the exercise of the powers conferred upon it”*.

The Authority’s primary responsibilities are to construct, improve, maintain, develop, expand and rehabilitate water and sewerage facilities. The Authority currently operates and maintains: three wastewater treatment plants, approximately 54 miles of sanitary sewer collection and conveyance piping, 45 sewage pump stations, one water treatment plant, approximately 150 miles of water distribution and transmission piping, 13 water storage tanks, 4 booster pump stations, and various re-chlorination stations and pressure reducing valves. Most of these facilities are in the Authority’s Consolidated Water District (NY2501019). The Authority is also responsible for seven (7) other public water supply systems: Caledonia District #1 (NY2530004), Caledonia District #3 (NY2500701), South Avon Water District (NY2530017), Lima Town (NY2525000), Leicester Town (NY2501014), York-Leicester (NY2501026) and Springwater Town (NY2510300).

The Authority purchases most of its water wholesale from various suppliers (85% – City of Rochester, 15% – Village of Avon, Monroe County Water Authority). The Authority is providing water services to approximately 4,150 customers. The Authority’s water customers are located within the Village of Livonia and portions of the Towns of Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mount Morris, Sparta and Springwater. An overall water system map is located on the Authority website at <https://lcwsa.us/bidding-opportunities/>.

The Authority is soliciting proposals from qualified Firms to provide professional engineering design services in connection to the LCWSA Regional Water Supply Project (“Project”) that includes various improvements and expansion to the Authority’s water system. These improvements include but are not limited to new water transmission and distribution main, water main extensions/interconnections, a water storage tank replacement with mixing/trihalomethanes (“TTHM”) removal systems, re-chlorination system improvements, multiple intermunicipal interconnections, installation of pressure reducing valves, water meter replacements and new installations, pump station improvements, and various supervisory control and data acquisition (“SCADA”) systems upgrades and improvements.

This Request for Proposal (RFP) is organized as follows:

SECTION 1.0	PROJECT BACKGROUND
SECTION 2.0	PROJECT DESCRIPTION
SECTION 3.0	SCOPE OF SERVICES
SECTION 4.0	PROPOSED FEE
SECTION 5.0	MWBE & SDVOB PARTICIPATION
SECTION 6.0	PROPOSAL CONTENT AND FORMAT
SECTION 7.0	PROJECT SCHEDULE
SECTION 8.0	EVALUATION AND SELECTION PROCESS
SECTION 9.0	SUBMISSION OF PROPOSALS

SECTION 1.0 PROJECT BACKGROUND

In February 2022, the Livingston County Board of Supervisors authorized the Authority to develop a water supply project to benefit the communities impacted by the AkzoNobel salt mine collapse. These municipalities are primarily the Towns of Leicester and York and secondarily the Towns of Geneseo, Mt. Morris and Avon.

As a result, the Authority proposed a project to achieve the County's interest in providing enhanced public drinking water infrastructure for the Towns of Leicester and York, as well as supporting regional interests of providing greater access to affordable safe drinking water for all participating municipalities including the Towns of Leicester, Mt. Morris, York, Lima, Avon and the Villages of Leicester, Mt. Morris and Avon.

The Final Engineering Report (See <https://lcwsa.us/bidding-opportunities/>) provides an overview and recommendation of the original Project. This report focused on potable water supply, transmission, distribution, treatment, and storage required to provide increased capacity and reliable drinking water to the impacted communities. This planning phase examined multiple alternatives while considering several variables including cost, customer gain, water rates, potential development, energy efficiency, as well as the potential for intermunicipal cooperation to provide water to as many residents as possible.

Throughout 2023 and 2024, the Authority worked with its municipal partners to finalize the project scope, which included improved pump stations, the installation of approximately 25 miles of new transmission and distribution piping, and a new water storage tank. Additionally, the project provided for improved interconnections between the existing Authority water distribution facilities and multiple partnering agencies, including the NYS Department of Parks, Recreation and Historic Preservation ("OPRHP"), for Letchworth State Park, and the Livingston County Murray Hill Campus. Amendment #1 to the original Engineering Report was issued March 2024 and endorsed by the New York State Department of Health ("NYS DOH") May 2024 (See <https://lcwsa.us/bidding-opportunities/>).

In September 2024, the Authority was awarded a \$1,000,000 grant for the project from the Local Government Efficiency ("LGE") grant program, through the New York State Department of State.

In November 2024, the Authority was awarded a \$14,320,000 grant for the project from the New York State Environmental Facilities Corporation Intermunicipal ("IMG") grant program, along with interest free loans through New York State Drinking Water Revolving Loan Fund.

In July 2025, the Authority was awarded a \$1,000,000 grant for the project from the Northern Border Regional Commission ("NBRC") grant program, a Federal-State partnership for economic and community development in northern Maine, New Hampshire, Vermont, and New York.

The most recent updates to the project, include revised transmission main routes that provide public water to households in the Town of Leicester that have been negatively impacted by the salt mine collapse and new interconnections to partnering municipalities, including the ability to serve all of the Impacted Communities

(Towns of Avon, Geneseo, Mt. Morris, Leicester and York) with a new independent water source. Amendment #2 to the original Engineering Report was issued September 2025 and endorsed by the NYS DOH October 2025. Total project costs are estimated to be \$37,700,000.

There are currently multiple funding sources for this project, they are included below but may be subject to change.

- New York State Water Infrastructure Improvement Act (“WIIA”) IMG grant - \$14,320,000
- New York State Local Government Efficiency Grant - \$1,000,000
- Northern Border Regional Commission Grant - \$1,000,000
- U.S. Environmental Protection Agency (“EPA”) Community Grant - \$700,000
- New York State Drinking Water State Revolving Loan Fund (“DWSRF”)

SECTION 2.0 PROJECT DESCRIPTION

Specific improvements for the project have been categorized by location and improvement type.

2.1 East-end Improvements

2.1.1 Big Tree Transmission Main Improvement

Replacing approximately 18,500 feet of existing 10-inch asbestos cement (“AC”) transmission main (circa 1950’s) in the Town of Livonia that connects the Authority’s Hemlock pump station to the consolidated water district. Replacing the current 10-inch AC transmission main with a 12-inch PVC or HDPE main would provide needed redundancy and extra water capacity. This is one of two main transmission mains supporting all Authority customers. The other 20-inch PVC transmission main was installed in the mid-1990’s.

East Ave. & Summers Street Water Main Replacement

Replacing an existing 6-inch asbestos cement (“AC”) pipe (circa 1950’s) in the Village of Livonia along East Avenue and a section of 8-inch cast iron pipe (circa 1960’s) along Summers Street with 12-inch water main will improve water supply along Popular Hill Rd. and South Lima Rd. In total approximately 4,500 feet of 12-inch water main would be installed.

Hemlock Pump Station Improvement

A 5th pump will be installed and internal piping modifications to the Authority’s Hemlock Pump Station to provide the additional pumping capacity.

2.1.2 New Transmission Mains

New transmission mains will be constructed to push water through the northern part of the County, through the Town of Livonia, along S. Lima Rd. (~14,000 feet/12-inch), Bronson Hill Rd. (~7,000 feet/8-inch), and Poplar Hill Rd. (~7,000 feet/12-inch). The new transmission mains would include a combination of 8 and 12-inch transmission mains of PVC and/or HDPE pipe.

2.1.3 Vanzandt Rd. Transmission Main

Approximately 12,000 linear feet of new 12-inch transmission main will be installed in the Town of Livonia directly connecting the Authority's 2-million-gallon water storage tank on Shelly Rd. (through the Livonia Central School District property) to the existing East Lake Rd. transmission main. This connection will provide increased water capacity directly to the central section of the Authority's system, increasing the available water capacity to the western part of Livingston County.

2.1.4 Avon-Authority Interconnection

Additional piping will be installed at the South Lima Rd. transmission main to connect the Village of Avon water distribution system (which also feeds the Towns of Avon and Caledonia) to the Authority's distribution system. Currently the Village of Avon WTP has no redundant interconnection or source of supply. In addition, the Village of Avon WTP frequently exceeds the daily peak production capability for the plant. This connection, once operational, would allow the Village to receive Hemlock water from the Authority's interconnection for supplemental/emergency source of supply.

2.2 West-end Improvements

2.2.1 Abele Rd., NYS Rt. 63, Cuyler Rd. and Jones Bridge Rd. Transmission Mains

New transmission mains will be installed in the Towns of Groveland, Geneseo and Leicester along Abele Rd., NYS Rt. 63, Cuyler Rd. and Jones Bridge Rd. that will connect the central section of the Authority water system to the Town of Leicester. The transmission mains will be approximately 32,100 feet, consisting of 8-inch and 12-inch pipe. These transmission mains will provide Hemlock Lake sourced water to current Town of Leicester customers as well as other communities in the western part of Livingston County. Due to hydraulic grade changes along Groveland Hill Rd. and Abele Rd. pressure reducing valves will need to be installed along the Abele Rd., NYS Rt. 63 and/or Jones Bridge Rd. transmission mains.

2.2.2 Perry Rd. Transmission Main

New transmission mains will be installed along Jones Bridge Rd. west from River Rd. to Wheelock Rd., along Wheelock Rd. south connecting to Perry Rd (~7,400 linear feet), and along Perry Rd. from Wheelock Rd. to the intersection of Rt. 20A/39 (~12,200 linear feet). These transmission mains will be approximately 19,600 linear feet consisting of 12-inch pipe. These transmission mains will provide Hemlock Lake sourced water to current Town of Leicester customers, as well as an estimated 25-35 new customers along Perry Rd. that currently have compromised private wells due to the salt mine collapse.

Leicester Water Storage Tank

The current water tank in the Town of Leicester (located along Caledonia Rd.) is beyond its useful life and in need of replacement. Also, its current location/elevation does not provide sufficient hydraulic grade to service all Leicester customers. Replacing the existing Leicester water storage tank with a new 750,000-gallon water storage tank at a higher elevation along Perry Rd. will provide better hydraulic coverage for the Town of Leicester. A TTHM removal system may be included as part of tank construction, along with an evaluation to determine, if needed, the location of re-chlorination stations along new transmission mains.

Leicester Pump Station

A new pump station will be constructed on Perry Rd. (west of the new water storage tank) to increase the hydraulic grade to customers along Gibsonville Rd. This pump station will also be used to fill the existing Letchworth State Park water storage tank located at the intersection of Crapsey Rd. and County Line Rd.

2.2.3 Gibsonville Rd. Transmission Main

New transmission main will be installed along Gibsonville Rd. interconnecting at Perry Rd. and Crapsey Rd. This transmission main will be approximately 7,300 linear feet long, consisting of 12-inch pipe. This transmission main will provide water to an estimated 15-25 new customers along Gibonsville Rd. that currently have compromised private wells due to the salt mine collapse. In addition, this transmission main will connect Letchworth State Park with Hemlock Lake sourced water through an interconnection at Gibsonville Rd. and Crapsey Rd. This interconnection will be used to fill the Letchworth State Park water storage tank located on Crapsey Rd. and County Line Rd.

2.2.4 River Road Transmission Main

A new water transmission main will be installed from Jones Bridge Rd. south along River Rd. in Leicester to Rt. 36 in Leicester. This transmission main will be approximately 9,500 linear feet consisting of 12-inch pipe. The River Rd. transmission main will connect to the Livingston County Murray Hill Campus Transmission Main and provide water to the

County Nursing Home and County office buildings at the Livingston County Murray Hill Campus.

Livingston County Murray Hill Campus Transmission Main

A new water transmission main will be installed starting from the Rt. 36./River Rd. intersection south along the Genesee Valley Greenway (including the bridge over the Genesee River), along Murray Hill Drive/Sickles St. and connecting to the Livingston County Murray Hill Campus. This transmission main will be approximately 3,300 linear feet consisting of a 12-inch pipe. This transmission main would provide adequate water for domestic use and fire flow to the campus, allowing the County to decommission the current water tower.

2.2.5 *Mt. Morris Master Meter Interconnection*

A new master meter will be installed, and some minor pipe improvements will be made at an existing Authority pump house that feeds into the Town of Mt. Morris. This connection, once operational, will provide an emergency water supply to the Village and Town of Mt. Morris.

2.3 Supervisory Control and Data Acquisition Improvements

The Authority operates and maintains a large number of pump stations, water tanks, pressure reducing valves (“PRV”) and metering facilities across its service area. These assets communicate using various technologies to a central supervisory control and data acquisition (“SCADA”) system. The Authority has made various SCADA and communication improvements which involve the installation of a substantial quantity of communication equipment related to the Authority’s SCADA system. For the purposes of efficiency and economic reasons, the Authority has standardized the specification and use of specific communication equipment for integration into future projects.

2.3.1 *SCADA System Upgrades*

Upgrades and improvements to existing and new water assets by replacing existing controllers with new control panels based on current standardization and associated instrumentation upgrades. It is anticipated that SCADA design and integration services will be required for approximately the following existing assets: four (4) pump stations, twelve (12) water tanks and eleven (11) PRVs. For more specific details regarding each asset see Attachment B.

In addition, it is expected that the proposed Project will have at least one (1) new water storage tank, (1) pump station, additional PRV’s and chlorine stations which are to be included in the SCADA design and integration services.

Available Documents (located on the Authority website <https://lcwsa.us/bidding-opportunities/>)

1. Livingston County Water and Sewer Authority Water System Map.
2. Final Engineering Report for the Livingston County Water and Sewer Authority Leicester/York Regional Water Supply Expansion (September 2022, Clark Patterson Lee).
3. Engineering Report for the Livingston County Water and Sewer Authority Leicester/York Regional Water Supply Expansion - Amendment #1 (March 2024, Clark Patterson Lee).
4. Engineering Report for the Livingston County Water and Sewer Authority LCWSA Regional Water Supply Project - Amendment #2 (October 2025, LCWSA).
5. Updated Project Area Map (Corresponds with the Project Description)
6. Fee Proposal Form.

SECTION 3.0 SCOPE OF SERVICES

The selected Firm through this RFP process is expected to enter into an Engineering Agreement in accordance with the Engineers Joint Contract Documents Committee (the “EJCDC”) E-500, Agreement Between Owner and Engineer for Professional Services. Additional exhibits will be used in the Engineering Agreement as needed. In addition, the latest revision of the State Revolving Loan Fund Terms and Conditions required contract language will be included with the Engineering Agreement. Please note that the Authority expects the selected Firm to meet, or exceed, the expected timeframes and schedules agreed upon for deliverables of services. The Authority intends to include performance delivery expectations in the Engineering Agreement(s) requiring the selected Firm to meet the Preliminary Design Phase Services and Detail Design Phase Services timelines and schedules as outlined in the Engineering Agreement(s). Be advised that if deliverables are not met within the agreed schedule, the Authority will impose a penalty in the form of a five percent (5%) fee withholding on the selected Firm for deliverables related to Preliminary Design Phase Services and Detail Design Phase Services (excluding the approval by applicable regulatory agencies). This language will be included in all Engineering Agreement(s).

The general scope of work is described below:

3.1 Preliminary Design Phase Services

- The Firm will conduct a kick-off meeting at the beginning of the project to establish lines of communication, review scope of work, and gather additional pertinent background information such as but not limited to, record drawings, water quality data, existing operational set-points, water consumption data and other utility information. The Firm will

establish the schedule for completion of project deliverables. Appropriate members of the Firm team will attend this meeting, along with members from the Authority staff. The Firm will prepare meeting minutes and distribute them to meeting attendees.

- The Firm shall prepare a Basis of Design Report (“BOD”) including all principles, assumptions, rationale, criteria, design parameters, standards utilized and engineering calculations to support the final design of the project improvements. This will include a hydraulic model and water quality/chlorine analysis of the existing consolidated distribution network and the proposed water distribution network improvements. A BOD is expected by prepared for all improvements identified in Section 2.0.
- The selected Firm shall complete an evaluation of the chemistry of the Hemlock Lake Water Supply (Authority), the Silver Lake Treated Water Supply and Conesus Lake Treated Water Supply for areas that may have blended water between sources for supplemental/emergency interconnections. It shall evaluate the impacts of the difference in chemistry of the three water sources, if any. The purpose of the evaluation is to verify that the increased utilization of Hemlock Lake sourced water in the volumes anticipated under the new interconnections does not impact the quality of water delivered to customers with respect to Lead and Copper Rule compliance.
- The Firm will prepare base mapping of the location for the proposed water transmission mains, pumps station improvements and water storage tank. This may involve value engineered alignment for the water main along the project route, to determine side of road location, river/creek crossings, railroad crossings, location of water storage tank and where easements may be needed, etc. Tax parcel information and LiDAR data can be provided by Livingston County Real Property Tax Services Agency and Livingston County Planning Department.
- Obtain field topographic survey data for the preparation of construction plans.
- Develop a list of needed easements or other land use agreements inclusive of easement figures and descriptions. The Firm shall complete the necessary property research for the locations along the project route where easements may be required. The Firm shall identify and assist in securing all required land use agreements necessary for the purposes of surveys, access, installation, construction, operation and maintenance of the improvements. While most of the improvements will be constructed within the public right of way, some land use agreements may be needed for, but not limited to, the Leicester Tank, Genesee Valley Greenway, Vandzant Rd. (Livonia Central School District) and the Livingston County Murray Hill Campus Transmission Main. The Authority will assist The Firm in working collaboratively with all participating municipalities and agencies to gain the needed land use agreement approvals. Firm should assume allocations of \$35,000 for land

use agreements for improvements under Section 2.1, and \$25,000 for improvements under Section 2.2.

- Develop a list of required permits and hold initial stakeholder meetings to detail projects and establish any potential project delays.
- The Firm will complete the necessary archeological review and initial submission of the plans to the NY State Historic Preservation Office (“NYSHPO”). The Firm shall complete the necessary archaeological surveys needed for the project location and obtain a clearance letter from NYSHPO.
- The Firm will complete the required representative soil borings along the proposed mains, tank site and pump station if needed. The Firm will provide a geotechnical report with boring logs and pipe bedding recommendations. Foundation design parameters will be provided for the water storage tank.
- The Firm will complete the required wetland delineation. Deliverables include a delineation summary memo, maps, datasheets, and digital shapefiles.

3.2 Detail Design Phase Services

- The Firm will submit Contract Documents and Drawings to the Authority at 50% and 95% for intermediate review and comments. Fee proposal should be included for bi-weekly virtual meetings, in-person meetings as needed, during the design phase to review progress, receive Authority input and address comments as they arise. The Firm shall distribute typed meeting minutes to all project team members. Members of the Firm’s team will also visit the various project sites as necessary to obtain information required to complete the design.
- The Firm will prepare Contract Documents and Drawings, suitable for public bidding, which detail the improvements outlined in Section 2.0 above. A Sequence of Construction specifications will be prepared to define staging and coordination of work with the Authority.
- Design will be completed in accordance with the latest revision of all relevant industry standards as well as Authority standards. As part of the design phase, the Contract Documents will be submitted to involved and interested agencies including but not limited to: NYSDOH, NYSDOT, and EFC for review, comment and approval. In addition, the Authority will be required to sign off on final project drawings and specifications for the improvements prior to bidding. The Firm will also meet with involved and interested agencies as required to address their review comments.

- The selected Firm will be required to comply with all funding (*i.e.*, grant and financing) program requirements. This includes but is not limited to programs administered by NYSEFC (*i.e.*, DWSRF, WIIA, IMG), NYS DOS and NBRC. The format for these summaries will be pre-determined with the Authority prior to the project starting.
- Determine the requirements for any project specific SWPPP and if required complete all associated SWPPP documentation along with filing for coverage under the stormwater NYSDEC General Permit (as applicable).
- Assist with filing applications for permits with applicable regulatory agencies, having jurisdiction to review and approve the design; assist in consultations with such agencies; and revise the drawings and specifications in response to directive from such agencies as appropriate. Submit final copies of the revised reports, drawings, and specifications to the appropriate regulatory agencies.

3.3 Bid Phase Services

- Furnishing final PDFs of the Contract Documents (front end, technical specifications, appendices, drawings) for bidding and construction purposes. The project will be bid through an online platform. The selected Firm be responsible for distributing the documents/hosting the online platform. Costs for obtaining hardcopy Contract Documents and Drawings will be paid for by bidding contractors.
- Assist with advertisement for bids. Firm will prepare and distribute the notice of advertisement for publication in the required newspapers.
- Providing the Authority with a list of potential bidders for each Contract. Firm will distribute the advertisement to prospective bidders during the bid period.
- Assist with canvassing potential bidders for the Project.
- Attending a pre-bid meeting/site walk-through with the prospective bidders and assist in responding to bidders' questions and issuing addenda, as necessary for design clarification.
- Firm will attend the bid opening and assist with receiving bids, tabulating, and analyzing bid results, and will prepare a recommendation of award for each construction contract under the Project.
- Preparation of conformed Contract Documents and Drawings and furnishing hardcopies of the same for execution of contracts.

3.4 Construction Phase Services

3.4.1 Construction Administration Services

- Schedule and conduct a pre-construction meeting and prepare and distribute meeting minutes to all involved parties.
- Review and approve shop drawing submittals.
- Review and approve the contractors' construction schedules, in consultation with the Authority.
- Clarify and answer contractor requests for information (RFI).
- Make recommendations for contract modifications.
- Conduct bi-weekly progress meetings to review project progress, schedule, and costs (for the duration of the construction contract) and distribute meeting minutes to all involved parties.
- Review and make recommendations to the Authority for all construction progress payment requests and generate summary and continuation sheet consistent with construction contracts.
- Review and make recommendations to the Authority for payment of any change order requests by the contractor and generate summary and execution sheet detailing proposed change(s).
- Obtain approval for all change orders from the Authority prior to implementation.
- Firm's construction administrator will make bi-weekly visits to the project site during construction.
- An engineer from Firm design team will make monthly visits to the project site during construction.
- As necessary, provide general consultation, advice, and problem resolution during construction.

- Maintain compliance with funding reporting requirements. We anticipate that these requirements will include program compliance for all project payments (*e.g.*, engineer(s), contractor(s)) including M/WBE and SDVOB reporting for the contractor and Firm. Also included under this item is coordination between the Authority and funding agencies in connection with completion of the necessary funding requirements.
- Prepare final record drawings in AutoCAD. Firm will furnish three paper copies and a flash drive of these drawings in AutoCAD and PDF format. The Contract Documents will require record as-built information be furnished by the contractors and RPR. The drawings will be compared against the inspector's notes, and the Firm will generate final drawings. The selected Firm shall also use the Authority's GIS software platform to document field installations.

3.4.2 Resident Inspection Services

The Firm will provide the following construction administration and Resident Inspection services under this sub-task. Firms should assume these services will be provided on a full-time basis (45 hours per week) for a 24-month duration of the project beginning at the notice to proceed with construction. Authority reserves the right to modify the definition of full-time as determined by the projects schedule and progress.

- Provide full-time Resident Project Representative (RPR) who will perform typical inspection task like preparing daily field reports and taking photographs for documents the progress of the work, manpower, equipment materials and subcontractors for each construction contract.
- Interpret Contract Documents and resolve unanticipated field problems by communications and visits to the site, as necessary.
- Coordinate manufacturer's start-up for mechanical, electrical and control equipment to ensure proper operation. Observe, record, and report to the Authority appropriate details relative to the test procedure and system startups.
- Verify that construction is in accordance with the contract documents and maintain a set of record documents.
- Review project completion punch lists for each contract prepared by the RPR.
- Conduct a final inspection and report on the completed project, including recommendations concerning final payment.

- Develop and maintain a project SharePoint file transfer website for posting, reviewing, and processing construction related documents such as submittals, RFIs, payment applications, and inspection reports. This SharePoint site will be password protected and available for the owner, engineer, and contractors to use throughout the project.

3.5 SCADA Design and Integration Services

- The selected Firm will conduct a needs assessment of the current assets listed in Attachment B. This will include visiting each site in person to understand current conditions and review existing information such as existing drawings, photographs and software for each asset.
- Review equipment needs and specifications based on the Authority's adopted standards and include appropriate equipment for engineering and design for integrating identified assets into the existing SCADA system. This will include defining control/functional narratives, fabrication level design for new PLC control panels, process and instrumentation diagrams, and identify any critical sequencing for bringing the system on-line to be networked back to the LCWSA SCADA system.
- Complete final technical and performance specifications, creation of data and operational screens, undertake PLC, HMI and SCADA programming, conduct programming simulations, start-up and testing for all communication equipment prior to establishing beneficial use of the improvements.
- The Authority currently utilizes GE iFix version 6.5 as its SCADA automation software, however, have purchased GE iFix v2023 for implementation upon the upgrades of the proposed assets in this Project. It is preferred that the system integrator be a Proficy iFix Certified Solutions Provider.
- Construction contract bidding and administration shall be included with the Project.
- Professional fees for any supplemental services to be performed shall be presented on a task basis based on Fee Proposal Form.

SECTION 4.0

PROPOSED FEE

To facilitate the evaluation of proposals, the Authority is requesting that interested Firms provide a fee proposal for each of the project categories identified: (1) East-end Water Improvements; (2) West-end Water Improvements; and (3) Supervisory Control and Data Acquisition Improvements. The Fee Proposal Form is located at <https://lcwsa.us/bidding-opportunities/>.

To assist the Authority in evaluating fee proposals submitted, the Authority has developed and requires responding Firms to complete the Fee Proposal Form worksheet. Each fee proposal should include a breakdown of engineering fees for each task listed below (Task 3.1 – 3.5) showing task descriptions, total labor hours and allowances subcontractor costs for each task. Include subtask items as necessary. Firm may add additional rows to the Fee Proposal Form worksheet as needed.

Task 3.1	Preliminary Design Phase Services
Task 3.2	Detail Design Phase Services
Task 3.3	Bid Phase Services
Task 3.4	Construction Phase Services
Task 3.5	SCADA Design and Integration Services

Proposals should also include a 2026 Hourly Rate Schedule for all staff classifications/positions anticipated on the project on a separate document from the Fee Proposal Form.

Interested Firm's should provide an estimate of cashflow for engineering fees over the duration of the project on a separate document from the Fee Proposal Form.

Consultant shall state specifically the number of labor hours assumed for onsite Resident Inspection services and identify if Reimbursable Expenses are included or how the Firm would look to be compensated for said expenses.

***It is the Authority's intention to award the contract for Professional Engineering Services for the project to one (1) Firm for all project categories. ***

SECTION 5.0 MWBE & SDVOB PARTICIPATION

The Authority is committed to maximizing minority and women business enterprise (MWBE) and service-disabled veteran-owned business (SDVOB) contracting opportunities, in accordance with Article 15-A and Article 17-B of NYS Executive Law. NYS MWBE and SDVOB certified Firm are encouraged to respond to this RFP.

As the project is being funded with IMG and State Revolving Fund (SRF) assistance, interested Firm should incorporate the Mandatory State Revolving Fund Terms and Conditions for Non-Construction contract requirements with any proposal submittal.

The selected Firm will be required to submit the necessary forms, reports, utilization plans, etc. prior to the execution of an Engineering Agreement with the Authority. The selected Firm will also be required to submit the necessary forms, reports, utilization plans, etc. during the term of the contract, on a monthly, quarterly, etc. basis, per the program requirements.

Although the Authority does not require completion of a formal utilization plan as part of the proposal submission, interested Firm shall submit a description of how they intend to comply with the M/WBE utilization requirements. The description should identify opportunities where the Firm believes it can utilize MWBEs and SDVOBs on the project.

The selected Firm will be required to ensure compliance with and submit all the needed MWBEs and SDVOBs forms that may be required for any other funding sources for the project, to include but not limited to the IMG, SRF, LGE and NBRC programs.

SECTION 6.0 PROPOSAL CONTENT AND FORMAT

Proposals are to be concise, specific and straightforward. All pertinent information is to be contained in the proposal. The use of artwork, special covers, and extraneous information in the proposals is discouraged. Proposals are to remain valid for a minimum of 60 days. The proposal shall include the following items:

- 6.1 Cover letter, Table of Contents and Firm/Engineer Information. **Page Limit – 3 pages.**
- 6.2 Qualifications and related experience, particularly on the design of new and replacement, transmission mains of various materials of construction, water pump station improvements and water storage construction and improvements. The Firm shall demonstrate completion of directly applicable projects involving the key personnel included in Section 6.4 below. Include a maximum of five references (related projects) for similar work including project name, location, contact person, budget, date of completion and state the relevance to this project. **Page Limit – 6 pages**, including related project summaries. More detailed project descriptions may be provided as an appendix.
- 6.3 Project understanding, technical approach and detailed scope of services. Identify any suggested revisions to and expand upon the detail of the general scope of work as outlined herein. Identify innovative ideas to improve upon the quality of the work, reduce schedule and optimize costs. Project understanding shall also include the Firm's opinion on the proposed project schedule outlined in Section 7.0 as well as include any schedule impacts based upon any proposed innovations. **Page Limit – 5 pages.**
- 6.4 Project staffing for all key personnel, subconsultants and partner contractors. Identify the proposed role of all staff proposed for this project. Provide a table of the current and projected workload of each proposed project staff member as it relates to availability to perform the proposed work for this project. Provide the office of each proposed project staff member and the location(s) where work will be performed. Provide an organizational chart showing all of the proposed personnel with a brief summary of experience applicable to this project. Indicate

personnel role on the projects listed under Section 6.2 above. **Page Limit – 5 pages.** Full resumes for key staff members may be provided as an appendix.

- 6.5 Qualifications of resident inspector(s) including applicable education, training, experience, and certification. Resume of proposed candidate(s) to provide construction inspection / resident project representation services should highlight candidate's specialized expertise and experience in providing construction inspection / resident project representation services on similar projects in scope and scale, and how it would best serve this Project. Resume also to include dates and durations of relevant experience. Resume to highlight demonstrated experience where proposed candidate has gone above and beyond to serve the needs of a project and the client. Resume to include a minimum of three, but no more than five, reference water construction projects where candidate provided construction inspection/resident project representation services, client name and contact information. **Page Limit – 5 pages**, including resident inspector's resume.
- 6.6 Qualifications for SCADA design and integration services shall include resumes for any key individuals which are proposed to deliver these services. Resume of proposed personnel should highlight specialized expertise and experience in providing SCADA design and integration services on similar projects in scope and scale, and how it would best serve this Project. Resumes also to include dates and durations of relevant experience. Resumes to highlight demonstrated experience where proposed personnel have gone above and beyond to serve the needs of a project and the client. Resumes to include a minimum of three, but no more than five, references of water/wastewater SCADA projects where personnel have provided SCADA design and integration services, client name and contact information. **Page Limit – 5 pages**, including personnel resumes.
- 6.7 Proposed project schedule, showing duration of all tasks from design through construction completion and closeout. It should be noted that a proposed project schedule is outlined in Section 7.0. Firm should elaborate on how they intend to complete the project within the prescribed project schedule or sooner; or propose an alternate project schedule with sufficient explanation to support the alternate schedule. It should be noted that the Authority is committed to keeping a prompt project timeline to the greatest extent possible. **Page Limit – 4 pages.**
- 6.8 List any work performed for the Authority in 2018 – 2025. This should include any remaining workload with the Authority. **Page Limit – 2 pages.**
- 6.9 Completed forms regarding compliance with New York State Finance Law § 139 (j) and (k), and proof of insurance in accordance with Livingston County Water and Sewer Authority's Insurance Requirements for Professional Services per Attachment A.

To facilitate the review and evaluation of proposals, the Authority encourages Firms to limit the length of the submittal to 35 pages or less and include only information relevant to the proposed project. The 35-page limit

will exclude any appendices (Sections 6.2 and 6.4), the Fee Proposal Forms, 2026 Hourly Rate Schedule, Estimated of cashflow for engineering fees and Attachment A. The font type for the proposal shall be Time Roman Numeral and the font size 12. Responding Firms must submit one (1) signed original proposal, five (5) hard copies of the proposal and one digital PDF file (emailed or on a USB flash drive).

SECTION 7.0 PROJECT SCHEDULE

The Project schedule identified below has been developed based on target dates/milestones set by the participating municipalities.

- | | |
|--|---|
| • RFP Release | October 29, 2025 |
| • Deadline for questions | November 10, 2025 |
| • Response to questions | November 14, 2025 |
| • Proposals Due | November 26, 2025 |
| • Consultant Interviews | December 8-11, 2025 |
| • Consultant Selection & Award | December 19, 2025 (LCWSA Board Meeting) |
| • Engineering Agreement Review & Execution | December/January 2026 |
| • Kick-off Meeting | January/February 2026 |
| • Design/Permitting Phases | February 2026 – March 2027 |
| • Bidding/Construction Phases | January 2027 – May 2029 |

Please note that the timeframe for design, bidding and construction phases may differ amongst specific improvements within the whole Project. The Authority welcomes Firm to propose any alternate project schedule(s) with sufficient explanation to support the alternate schedule(s).

SECTION 8.0 EVALUATION AND SELECTION PROCESS

All proposals will be evaluated by a committee made up of Authority personnel. Interviews and/or presentations of the proposals will be requested if needed. The committee will evaluate proposals utilizing the following criteria:

- | | |
|---------------------------------------|-------|
| - Firm Qualifications | (15%) |
| - Relevant Experience of Project Team | (30%) |
| - Project Understanding/Approach | (30%) |
| - Value Engineering | (15%) |
| - References | (5%) |
| - Fee | (5%) |

SECTION 9.0

SUBMISSION OF PROPOSALS

Responding Firms must submit one (1) signed original proposal, five (5) hard copies of the proposal and one digital PDF file (emailed or on a USB flash drive).

Proposals should be clearly marked as “Proposal for Professional Engineering Services for the LCWSA Regional Water Supply Project.” An officer of the Firm must sign its proposal and associated forms.

Proposals can be mailed or hand delivered to the following Designated Contact:

Jason Molino, Executive Director
Livingston County Water and Sewer Authority
1997 D’Angelo Drive
P.O. Box 396
Lakeville, NY 14480
Phone: (585) 346-3523
Email: jmolino@lcwsa.us

All questions regarding this RFP shall be directed to the Designated Contact identified above no later than **Monday, November 10, 2025**. Responses to questions received will be issued in writing and posted on the LCWSA website (<https://lcwsa.us/bidding-opportunities/>) no later than end of business day **Friday, November 14, 2025 @ 4:00 pm**.

Deadline for submission of proposals is: **Wednesday, November 26, 2025 @ 3:00 pm**. Late submissions will not be accepted.

Attachment A

LIVINGSTON COUNTY WATER & SEWER AUTHORITY

Compliance with
NYS Finance Law
Section 139-j and 139-k
("Lobbying Law")

**COMPLIANCE WITH
NYS STATE FINANCE LAW §§139-j AND 139-k**

NEW YORK STATE'S STATE FINANCE LAW SECTIONS 139-J AND 139-K

All procurements by the Authority in excess of \$15,000 annually, are subject to New York State's State Finance Law Sections 139-j and 139-k effective January 1, 2006 (Lobbying Law").

Pursuant to the Lobbying Law, all "contacts" (defined as oral, written or electronic communications with the Authority intended to influence a procurement) during procurement must be made with the designated Point of Contact only. Exceptions to this rule include written questions during the bid process, communications with regard to protests, contract negotiations and RFP conference participants. Nothing in the Lobbying Law inhibits any rights to make an appeal, protest or complaint under existing administrative or judicial procedures.

Violations of the policy regarding permissible contacts must be reported to the appropriate Authority officer and investigated accordingly. First violation may result in a determination of non-responsibility and ineligibility for award to the violator and its subsidiaries, affiliates and related entities. The penalty for a second violation within four (4) years is ineligibility for bidding/proposing on a procurement and/or ineligibility from being awarded any contract for a period of four (4) years. The Authority will notify the New York State Office of General Services ("OGS) of any determinations on non-responsibility or debarments due to violations of the Lobbying Law. Violations found to be "knowing and willful" must be reported to the Authority Chairman and OGS.

Moreover, the statutes require the Authority to obtain certain affirmation and certifications from bidders and proposers. This **SCHEDULE** contains the forms to comply, with additional information and instructions.

Designated Point of Contact for this project is Jason Molino, Executive Director.

**COMPLIANCE WITH
NYS STATE FINANCE LAW §§139-j AND 139-k**

DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS

Instructions:

New York State Finance Law §139-k(2) obligates the Authority to obtain specific information regarding prior non-responsibility determinations. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9) or New York State Executive Order 127. In accordance with State Finance Law §139-k, an offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by an Governmental Entity due to: (1) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity.

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no procurement contract shall be awarded to any offerer that fails to timely disclose accurate or complete information under this section, unless the factual elements of the limited waiver provision can be satisfied on the written record.

THE FORM IS ON THE NEXT PAGE.

DISCLOSURE OF PRIOR NON-RESPONBILITY DETERMINATIONS

Address: _____

Has any governmental entity* made a finding of non-responsibility regarding The Bidder/Proposer in the previous four years?	No	Yes

Was the basis for the finding of the Bidder's/Proposer's non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?

No Yes

Basis of Finding of Non-Responsibility: _____

Has any governmental entity terminated a procurement contract with the Bidder/Proposer due to the intentional provision of false or incomplete information?

No Yes

- 4 -

**COMPLIANCE WITH
NYS STATE FINANCE LAW §§139-j AND 139-k**

BIDDER'S/PROPOSER'S AFFIRMATION AND CERTIFICATION

By signing below, the Bidder/Proposer:

- (a) Affirms that the Bidder/Proposer Understands and agrees to comply with the policy regarding permissible contacts in accordance with State Finance Law Sections 139-j and 139-k of New York State.
- (b) Certifies that all information provided to the Authority with respect to State Finance Law §139-j and §139-k is complete, true and accurate.

By: _____
(Signature of Person Certifying)

Date: _____

Print Name: _____

Print Title: _____

Bidder/Proposer or
Contractor/Consultant: _____
(Full Legal Name)

Address: _____

Business
Telephone Number: _____

THE AUTHORITY'S RIGHT TO TERMINATE

The Authority reserves the right to terminate a Contract in the event it is found that the certification filed by the Contractor/Consultant as Bidder/Proposer, in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Contractor/Consultant in accordance with the written notification terms of the Contract.

STANDARD CONTRACT INSURANCE REQUIREMENTS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the Livingston County Water & Sewer Authority as an unrestricted additional insured on the contractor's/permittee's insurance policies, with the exception of workers' compensation and professional errors and omissions. **The Contractor/permittee must provide an additional insured endorsement.** A statement on the contractor/permittee's insurance certificate that the Authority is an additional insured is **not** sufficient. The form of the additional insured endorsement must be approved by the Authority attorney.
- II. The policy naming the Authority as an additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - contain a 30 day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the Authority, its Board, employees and volunteers. Any insurance or self-insurance as maintained by the Authority shall be in excess of the contractors insurance, and shall not contribute with it.
- III. The contractor/permittee agrees to indemnify the Authority for any applicable deductibles or self insurance reserves.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate per project.
 - **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - **Workers' Compensation**
Statutory Workers' Compensation and Employers' Liability Insurance for all employees.
 - **Owners Contractors Protective Insurance (Generally required only for construction contracts. Contact the Authority Attorney for determination of necessity.)**
\$1,000,000 per occurrence/\$2,000,000 aggregate, with the Authority as the named insured.
 - **Professional Errors and Omissions Insurance (If professional service contract)**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the negligent professional acts of the contractor.
- V. The contractor/permittee is to provide the Authority with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. Contractor/permittee shall provide the Authority with a copy of any notice of cancellation or notice of change in the terms of insurance within two (2) days of Contractor/permittee's receipt of such notice from their insurance carrier or agent. Furthermore, Contractor/permittee shall provide the Authority with confirmation from their insurance carrier or agent that insurance as required by this Appendix C is still in full force and effect every three months that this contract is in effect. Such notice shall be mailed to the LCWSA, PO Box 396, Lakeville, NY 14480, and shall include the date and subject matter of the original contract. Contractor/permittee acknowledges that failure to obtain such insurance on behalf of the Authority, or the failure to provide such notices, constitutes a material breach of contract and subjects it to liability for damages, indemnification and

all other legal remedies available to the Authority, including termination of the contract. The failure of the Authority to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Authority.

- VI. If at any time any of the policies required herein shall be or become unsatisfactory to the Authority, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Authority, the contractor shall upon notice to that effect from the Authority, promptly obtain approval and submit a certificate thereof. Upon failure of the contractor to furnish, deliver, and maintain such insurance, the Agreement, at the election of the Authority, may be declared suspended, discontinued or terminated. Failure of the contractor to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the contractor concerning indemnification. All property losses shall be made payable to and adjusted with the Authority.

In the event that claims, for which the Authority may be liable, in excess of the insured amounts provided herein are filed by reason of any operations under the Agreement, the amount of excess or such claims or any portion thereof, may be withheld from payment due or to become due the contractor until such time as the contractor shall furnish such additional security covering such claims in form satisfactory to the Authority.

The Authority reserves the right to require complete certified copies of all required insurance policies, at any time, which shall be delivered to the Authority within ten days of such request.

VII. ADDITIONAL INSURED ENDORSEMENT AND CERTIFICATE OF INSURANCE:

The contractor/permittee shall file with the Authority Executive Director prior to commencing work under this contract, an additional insured endorsement and a Certificate of Insurance, which shall include:

- a. Name and address of insured
- b. Issue date of certificate
- c. Insurance company name
- d. Type of coverage in effect
- e. Policy number
- f. Inception and expiration dates of policies included on certificate
- g. Limits of liability for all policies included on certificate.
- h. Certificate holder shall be Livingston County Water & Sewer Authority, 1997 D'Angelo Drive, PO Box 396, Lakeville, New York 14480.
- i. Description of contract for which insurance is being provided.
- j. Insurance agent's name, address and phone number.

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Contractor
(Signature of Authorized Official Required)

Date

Attachment B

Existing Water Assets

- a. Shelly Rd. Pump Station and tanks
 - i. Shelly Rd. Lower Tank (500,000 gal.)
 - ii. Shelly Rd. Upper Tank (2,000,000 gal.)
 - iii. Pump Station – 2 – 30 hp pumps, chlorine analyzer
 - b. Hemlock Pump Station
 - i. 3 – 125 hp pumps, 1 – 50 hp pump, re-chlorination, chlorine analyzer
 - c. Maple Beach Pump Station
 - i. 3 - 60 hp pumps, re-chlorination, chlorine analyzer
 - d. Sliker Hill Pump Station and tank
 - i. Sliker Hill Tank (500,000 gals.)
 - ii. 3 - 15 hp pumps, re-chlorination, chlorine analyzer, PRV
 - e. Hemlock Tank (150,000 gals.), chlorine analyzer
 - f. Airport Tank (500,000 gals.), re-chlorination, chlorine analyzer
 - g. Lakeville Tank (250,000)
 - h. Groveland Lower Tank (50,000 gals.), re-chlorination, chlorine analyzer, PRV
 - i. Dennison Tank (465,000 gals.), chlorine analyzer
 - j. Niver Tank (200,000), re-chlorination, chlorine analyzer
 - k. Railroad Tank (150,000)
 - l. Scottsburg Tank (100,000 gals.), re-chlorination, chlorine analyzer
 - m. ARS Tank (250,000 gals.), re-chlorination, chlorine analyzer
 - n. E. Groveland PRV
 - o. E. Groveland/Wise PRV
 - p. Groveland Upper PRV
 - q. Rt. 20A PRV
 - r. Stonehill Rd. PRV
 - s. East Swap Rd. PRV
 - t. Lattimer Upper PRV
 - u. Lattimer Lower PRV
 - v. Burger Hollow PRV
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