

**Request for Proposals (RFP)  
Professional Engineering Services for the  
Town of Livonia  
Big Tree Water Line Replacement Project**

The Town of Livonia, NY is seeking proposals for Professional Engineering services related to the design and construction services for the replacement of approximately 2,000 linear feet of water main along Big Tree Road in the Hamlet of Lakeville. The Livingston County Water & Sewer Authority (LCWSA) will act as the Town's representative on the project.

**PROJECT HISTORY**

The Town of Livonia, NY is currently designing the Big Tree Road Pedestrian Improvement Project (Pin 4761.50) from West Lake Road (NY-256) to Conesus Lake Outlet Creek Bridge Crossing which includes, but is not limited to, new sidewalks, resurfacing of travel lanes, inclusion of bike lane signage and pavement markings and correct and enhance drainage and roadside safety deficiencies.

During the review of preliminary design for the Big Tree Road Pedestrian Improvement Project (the "Pedestrian Project") it was determined that along the Pedestrian Project alignment exists approximately 2,500 linear feet of 8-inch asbestos cement (ACP) water main which was installed with the original Lakeville Water District, circa 1955, serving approximately thirty-five (35) water customers and is part of the water distribution system that connects customers along West Lake Rd., Big Tree Rd. Pebble Beach Rd., Grayshores Rd. and the Airport Water Storage tank located along Pebble Beach Rd..

The Town has determined that due to the age and location of the existing water main and appurtenances, replacing and relocating approximately 2,000 linear feet of water main, including valves, fire hydrants and water services along Big Tree Road from West Lake Road (NY-256) to Pebble Beach Rd. and replacement of water services and fire hydrants on the existing main to the east of Pebble Beach Rd. to Conesus Lake Outlet Creek Bridge Crossing is prudent to ensure the Pedestrian Project would not disrupt or interrupt water service to customers, or furthermore create unexpected costs due to potential conflicts of the water main during the Pedestrian Project construction.

**PROJECT DESCRIPTION**

The project scope is as follows:

- Replacement of the water main along Big Tree Road from NYS Route 256 to Pebble Beach Road, including valves, fire hydrants, and water services. The water main is intended to be installed under the proposed sidewalk on the south side of Big Tree Road.
- The existing main between NYS Route 256 to Pebble Beach Road will be abandoned in place. Any associated hydrants, valve boxes, etc. will be removed by the contractor associated with the Pedestrian Project.

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- Replacement of the water services and hydrants on the existing main to the east of Pebble Beach Road.
  - The existing main on either side of the bridge over the outlet will be cut and capped.
  - Construction is targeted for the fall of 2026.
  - Restoration will be temporary in nature, as the project site will be disturbed again in 2027 related to the Pedestrian Project.

The following tasks should be included in the proposal:

### **Phase 1 – Kick-Off**

1. Conduct a kick-off meeting between the LCWSA and the selected Engineer project team.
2. Review of records drawings provided by LCWSA and the preliminary design plans provided by Pedestrian Project engineer.

### **Phase 2 – Design**

1. Assisting the Town with compliance with the State Environmental Quality Review Act, (SEQRA) related to the proposed project, anticipated to be a Type 2 action.
2. Base mapping will be created based on survey data and ACAD files provided through the Big Tree Road Pedestrian Improvement Project.
3. Prepare detailed construction drawings, specifications, contract documents, and cost estimates for the work described above. All work will be in accordance with the standards of the Livingston County Water and Sewer Authority and the requirements of the New York State Department of Health.
4. The selected Engineer will prepare and submit on the Town's behalf the following permit applications:

New York State Department of Transportation  
Livingston County Health Department

Note, the Town will perform certain actions including signing forms, passing resolutions, etc., but the selected Engineer will coordinate those efforts with the Town and LCWSA. In addition, the permit application with the New York State Department of Transportation will be required to be submitted by the contractor(s), but the selected Engineer will obtain plan approvals in advance.

5. Complete any necessary revisions to the final detailed construction drawings, specifications, contract documents, and cost estimates in accordance with agency and comments to obtain required approvals and permits in preparation for bidding the project.

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6. The bidding documents will include alternate provisions for PVC versus DIP water mains and 8-inch versus 12-inch water mains.

### **Phase 3 – Bidding**

1. Issuance of plans, specifications, and contract documents to prospective bidders.
2. The selected Engineer will provide the legal advertisement to the Town and LCWSA for review and approval prior to putting the project out to bid. Once approved, the Town or LCWSA will be responsible for putting the legal notice in the Town's official paper(s). The selected Engineer will also send the legal notice to all perspective bidders and place the legal notice in the construction publications.
3. Respond to bidders' questions during the bidding period and issue any addenda required for the interpretation and clarification of the bidding documents.
4. Attend the bid opening, review bids for compliance with the bid requirements and mathematical correctness, prepare the bid tabulation, investigate bidders' qualifications, and prepare a written recommendation for the award of the contract.

### **Phase 4 - Construction Phase**

1. Provide construction administration services, which include shop drawing review, processing of payment requests, preconstruction and project meetings, schedule coordination, preparation of change orders, coordination with the contractor, Town, LCWSA, and regulatory agencies, final inspection and punch list.
2. Provide a qualified Resident Project Representatives (RPR) to monitor construction and the contractor's compliance with the Contract Documents. We have assumed a total of 160 hours with construction over a 4-week period.
3. The RPR will serve as the Town's representative on the project, maintain detailed records of the work performed, document payments to the contractor, handle concerns and complaints from residents affected by the project, and coordinate with regulatory agencies and utilities.
4. The RPR will be required to enter information into the LCWSA GIS database during construction.

### **Phase 5 - Post-Construction**

1. Assist the Town with the close-out of project with the contractor.
2. Prepare records drawings in ACAD format with all electronic files provided to the Town and LCWSA. The record drawings will be based on information from the contractors, and our field inspector.

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## Excluded Services

The following services are not included in our proposal, as they are not expected to be required at this time.

1. Additional property survey beyond the information provided through the Pedestrian Project.
2. Preparation of easement maps and descriptions.
3. Geotechnical investigations.
4. Archeological review, as the area has been previously disturbed.
5. Performing wetland delineations or invasive species investigations.

## Schedule

It is anticipated authorization to proceed will be issued by the end of May 2026.

- Preliminary design documents will be submitted to the agencies by July 1st.
- While dependent on agency review, releasing the project for bidding is targeted for August 1st, with a recommendation for award at the September Town Board meeting.

## SELECTION CRITERIA & SCORING

The selection of the Engineer will be based upon the following:

Experience with the Town of Livonia – **Maximum Points: 10**

Relevant Project Experience – **Maximum Points: 25**

Qualifications of Project Team – **Maximum Points: 25**

Familiarity with Project and Area – **Maximum Points: 25**

References – **Maximum Points: 10**

Cost – **Maximum Points: 5**

The projected schedule for selection is as follows:

April 20, 2026	Request for Proposal Advertised
May 1, 2026	Proposals Received
May 8, 2026	Review Proposals and Select Engineer
May 21, 2026	Award to Engineer at Town Board Meeting

## SUBMISSION

Please provide a copy of your proposal and related materials via electronic or hard copy no later than May 1, 2026 at 2:00 pm. Please mark your response “REQUEST FOR PROPOSALS: ENGINEERING SERVICES –

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TOWN OF LIVONIA – BIG TREE WATER LINE REPLACEMENT PROJECT” and send or mail your response to:

Sarah Wright  
Livingston County Water and Sewer Authority  
1997 D’Angelo Drive  
PO Box 396  
Lakeville, NY 14480

Phone: (585) 346-3523  
Email: [swright@lcwsa.us](mailto:swright@lcwsa.us)

Questions regarding this RFP should be directed to:

Jason Molino  
Executive Director  
Livingston County Water and Sewer Authority  
Phone: (585) 346-3523  
Email: [jmolino@lcwsa.us](mailto:jmolino@lcwsa.us)

And

Sarah Wright  
Confidential Secretary  
Livingston County Water and Sewer Authority  
Phone: (585) 346-3523  
Email: [swright@lcwsa.us](mailto:swright@lcwsa.us)

Please put BIG TREE RFP - QUESTIONS in the subject line of your inquiry.