



EAST OF HUDSON
WATERSHED CORPORATION

REQUEST FOR QUALIFICATIONS

for

Professional Engineering Services

Calendar Year 2013



EAST OF HUDSON
WATERSHED CORPORATION

ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS

Notice is hereby given that the East of Hudson Watershed Corporation (EOHWC) is soliciting a sealed Request for Qualifications (RFQ) for civil engineering services to design stormwater retrofits within the East of Hudson Watershed. RFQs will be received by the EOHWC at either of the following addresses:

Postal Delivery:
EOHWC
PO Box 176
Patterson, NY 12563

Parcel Delivery Service:
EOHWC
2 Route 164
Patterson, NY 12563

RFQs will be received until 4:00 P.M. (local time) on Wednesday, March 20, 2013 at the EOHWC business office. Questions shall be received as written request to the same address, or via e-mail to rahul@eohwc.org, until 12:00 P.M. (local time) on Friday March 15, 2013. The EOHWC may change the submittal address, date, and/or time as needed. Such changes will be documented in an Addendum to the RFQ. Additionally, the EOHWC may issue Addenda to the RFQ without further advertisement.

The RFQ and Addenda may be obtained at the EOWHC business office or from the EOHWC website at <http://www.eohwc.org/>.

The EOHWC reserves the right to reject any or all proposals and to waive any formality or technicality in any RFQ in the interest of the EOHWC.



EAST OF HUDSON WATERSHED CORPORATION

1. OVERVIEW

1.1 General Information

The primary purpose of the East of Hudson Watershed Corporation (EOHWC) is to design and construct stormwater retrofit projects that reduce the quantity of phosphorus discharged with stormwater runoff into the East of Hudson Watershed (EOH Watershed), as defined by the New York State Department of Environmental Conservation (NYSDEC). The phosphorus reduction is an enhanced requirement of the NYSDEC Municipal Separate Storm Sewer (MS4) General Permit GP-0-08-002.

The EOHWC is seeking Qualifications from Engineering firms to provide Civil Engineering services to the EOHWC for the design, permitting, and construction phase services (CPS) of stormwater retrofit projects. A qualified firm will demonstrate the required expertise and experience to fulfill all requirements of this RFQ and any Addenda or modifications to this RFQ. Qualified firms will be placed on the 2013 EOHWC List of Qualified Professional Service Providers (2013 List), proposals for engineering services will be sought from the firms on the list.

The EOHWC is a 501(c)(3) charitable organization as defined by the Internal Revenue Code of 1986, a Not-For-Profit Local Development Corporation organized under Sections 402 and 1411 of the Not-for-Profit Corporation Law of the State of New York, and is a Type C corporation as defined in Section 201 of the Not-for-Profit Corporation Law of the State of New York.

1.2 Definitions

Engineer: the engineering firm that demonstrates qualifications for the services described in this RFQ.

Host Municipality: the municipality in which the stormwater retrofit is located.

Submitter: the engineering firm preparing and submitting qualifications for the services described in this Solicitation.

Site: the physical location at which the stormwater retrofit will be constructed.

Request for Qualification (RFQ): This document, including all of the items listed in the Table of Contents and any subsequent Addenda or clarifications issued by EOHWC.

Responsible Engineer: the engineer who will place their NYS Professional Engineer seal on any design documents.



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Stormwater Retrofit: a stormwater management practice described in the plan prepared by either the Dutchess County MS4 Coordinating Committee, Putnam County MS4 Coordinating Committee, or Westchester County Croton-Kensico Watershed Intermunicipal Coalition, including modifications/revisions by EOHWC, and/or approved by the NYSDEC.

1.3 Qualifications

The Qualified Submitter shall be an engineering firm, licensed by and registered with the State of New York, with a current and valid license, which shall remain valid during the duration of the contract, and a minimum of five years of civil engineering experience for the Responsible Engineer and the firm's president/owner/principal engineer. The EOHWC requires that all engineering work will be done by, or under the direct supervision of a licensed Engineer with the aforementioned qualifications. The Engineer shall be personally and corporately responsible for the actions of their staff.

Upon qualification, the Submitter shall be required to submit a satisfactory VENDEX record to the EOHWC which shall demonstrate to the satisfaction of the New York City Department of Environmental Protection (NYCDEP) that the Engineer possesses a satisfactory record of business integrity. Information concerning VENDEX can be found at <http://home2.nyc.gov/html/mocs/html/research/vendex.shtml> . If the Engineer cannot provide a satisfactory VENDEX record, EOHWC will immediately terminate the Contract without any compensation to the Engineer.

In evaluating whether a Submitter is qualified, the factors relevant to the Submitter performance of the work specified in this solicitation, or such other factors as may be listed in this solicitation shall be considered, including but not limited to:

1. Experience and staff to perform the services described in the “Scope of Services”;
2. Financial and organizational capacity;
3. Legal authority to do business in the State of New York and the Counties of Dutchess, Putnam and Westchester;
4. Integrity of the owners/officers/principals/members and contract managers;
5. The Submitter is considered a “responsible vendor” pursuant to the New York City VENDEX procedures.

1.4 EOHWC's reservation of rights

It is the EOHWC's intention that multiple Submitter(s) will be selected and placed on the 2013 List, based on qualifications. The EOHWC reserves the right to qualify a Submitter based on the best value to EOHWC and the host municipality, and not the lowest fee.



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The EOHWC also reserves the right to qualify a Submitter which will best serve the interest of the EOHWC, or to reject any and all Submittals and to re-advertise for

Qualifications. The EOHWC specifically reserves the right to waive any informality or defects of the Qualifications tendered, whether substantial or otherwise, and request modifications to Qualifications.

Further, the EOHWC specifically reserves onto itself the following rights:

- a. Withdraw this RFQ at any time, at the EOHWC's sole discretion
- b. Disqualify any Submitter whose conduct and/or qualification fails to conform to the requirements of this RFQ
- c. Seek clarifications and revisions of Qualification(s)
- d. Use information obtained through site visits, interviews and the EOHWC's investigation of a Submitter's qualifications, experience, ability or financial standing, and any material or information provided by the Submitter in response to the EOHWC's request for clarifying information in the course of evaluation and/or selection under this RFQ
- e. Prior to the RFQ submittal date, amend the RFQ to correct errors or oversights, or to supply additional information, as it becomes available
- f. Prior to evaluating the submittals, direct Submitters to provide modifications qualification addressing subsequent RFQ amendments
- g. To change any of the scheduled dates prior to acceptance of Submitters;
- h. Eliminate any mandatory, non-material specifications that cannot be completed with by all or the prospective Proposers;
- i. Waive any requirements, that are not material;

1.5 Reimbursement of Submittal Costs

Costs associated with the preparation of the submittal, including but not limited to any transportation costs to any subsequent interviews shall be the sole responsibility of the Submitter.

1.6 Disclaimer

EOHWC makes no representation of the information provided. Submitter is solely responsible to establish, verify, and ensure that any and all information is correct, complete and necessary to provide a complete and informed submittal.



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2 SCOPE OF SERVICES

Provide a description of the firm's capabilities and experience for the following service requirements:

1. Engineering design experience with the NYSDEC Stormwater Management Design Manual.
2. Evaluation of stormwater retrofit projects for engineering and construction efficiency, nutrient removal, and considering site conditions and restrictions (e.g. topography, wetlands, etc.).
3. Field testing and investigations to support design of SRPs.
4. Project documentation including design basis, engineering reports and calculations, design/program changes, meeting minutes, etc.
5. Designing new and/or redevelopment stormwater practices and/or stormwater retrofit projects, particularly those for phosphorus removal.
6. Determining the permitting requirements for a Site, and completing the permitting process. In general, all permits will be prepared by the Engineer, on behalf of the EOHWC or Host Municipality, and submitted by the EOHWC.
7. Identify easement requirements, and prepare easement descriptions.
8. Experience with surveying, wetland delineation, and any other specialty services commonly associated with stormwater engineering projects.
9. Familiarity with planning and permitting of stormwater management practices in the NYCDEP EOH watershed.
10. Preparing Engineer's Opinion of Cost Estimates for construction and/or operations and maintenance.
11. Preparation and compliance with project schedules.
12. Construction management services typically associated with stormwater engineering projects.

3. QUALIFICATION PREPARATION AND SUBMITTAL

The Qualification submittal shall be bound, clearly identify the Submitter, and be clearly labeled "2013 Qualifications for {SUBMITTER TO INSERT FIRM NAME}".

The Submitter shall **NOT** provide any fee information in their submittal. Submittals including fee information shall be immediately disqualified from further consideration.

The Qualification submittal shall include the following minimum information:

1. Name, Address, and Telephone number of the licensed Professional Engineer include local office address (if different).
2. Name of Contact Person, Address and Telephone number.
3. Narrative about the history of the firm.
4. Date of inception.



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5. Description of the services to be performed
6. Detailed resume of persons proposed to work directly with the EOHWC.
7. Provide detailed resumes and indicate level of responsibility of professional staff.
8. Narrative about the resources of the Firm.
9. Any potential conflicts of interest in representing the EOHWC.
10. Specific detailed experience with design and implementation of stormwater retrofit projects, including the project location and dates.
11. Identify all municipal entities that you currently represent (i.e. have a contractual or financial relationship with)
12. Identify all municipal entities that you have represented in the past seven years (as measured from the original issue date of this RFQ).
13. Any other information that the Submitter may wish to provide to demonstrate that they are qualified to provide the services described in this RFQ.

Submitters shall submit five (5) paper copies and one digital copy of their submittal. Digital copies must be submitted on either a CD/DVD, and labeled as described in this RFQ. All digital Submittals shall be provided as a compiled document in Adobe Acrobat (PDF.) format.