



# Plattsburgh, New York

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To: Whom This May Concern

From: Janelle Henry  
Environmental Manager

**Ref: Request for Proposal;  
"Phases 3 and 4 Mead Well Field Development"**

Proposals are requested for the work described below.

## **A. INTRODUCTION BACKGROUND**

One of the City of Plattsburgh's drinking water sources is Mead Dam. Raw water from this reservoir is transmitted to the Water Filtration Plant (WFP) at the intersection of Route 3 and Hammond Lane about six miles away. There is presently only one water main that carries the water from Mead to a cross connection on Rand Hill Road just south of Route 3 in West Plattsburgh (WPCC). The cross connection has a series of valves and multiple pipes that transmit the raw water from this point to the WFP.

The City is constructing a well field near Mead reservoir to supplement or replace the reservoir as one of its sources of supply. One new production well has already been installed and another is in progress.

The City has identified an area further north of these two wells as a likely location for additional wells (transect lines 3 and 5).

## **B. PURPOSE**

The City wants to determine good locations for these additional wells by installing test wells and performing appropriate analysis hydrogeology, pump testing, and water quality testing.

Based on this information, it's anticipated that a new production well(s) will be constructed.

Funding for this project could include WIIA, EFC, other state and federal sources.

### **C. SCOPE OF WORK**

1. Install and test wells for possible sites for future production well(s), including:
  - a. Test well installation, preliminary yield, and water quality analyses.
  - b. Report for DOH/DEC/EFC and others with recommendations.
2. Production Well Hydrogeologic Services, including:
  - a. General Consultation
  - b. Preliminary Report to CCHD, NYSDOH, NYSDEC, and EFC
  - c. Assistance with Drilling Services Contracting Efforts
  - d. Large Diameter Well Drilling, Design, Installation and Development
  - e. Down-Hole Video Inspection
  - f. Step and 72-Hour Constant Rate Pumping Tests; Water Quality Analyses
  - g. Pumping Test Analyses and Hydrogeologic Report to NYSDEC, CCHD, and NYSDOH
3. Construction and Post Construction Assistance

### **D. PROPOSAL REQUIREMENTS**

Proposals shall be submitted in two parts, technical and cost. The technical proposal should demonstrate your firm's qualifications and capability to perform the required work, project approach and schedule as follows.

#### **Technical Proposal:**

##### **1.Experience & Qualifications**

- (i) Description of firm, size of applicable disciplines, financial resources.
- (ii) Specialized experience and technical competence in hydrogeology and municipal well development, analysis and design.
- (iii) Past record of performance on projects of similar size and scope, including quality of work, ability to meet work schedules and control of construction costs during design.
- (iv) References for firm from previous clients.
- (v) Familiarity with the Federal and New York State regulations.
- (vi) Ability to meet MWBE and other requirements of NYS WIIA, NYSDEC WQIP, and other government funding requirements.

##### **2. Project Team:**

- (i) Project Team that will work on the project.

- (ii) Statement of experience of staff specialists committed to work on the project with resumes of principal staff members.
  - (iii) The Project Manager shall have pertinent experience with similar projects.
- 1. Project Approach
    - a. Describe the project approach in a way that demonstrates an understanding of the steps necessary to complete each of the tasks identified in the scope of work.
    - b. Explanation of the considerations and factors that will be analyzed and deliverable provided.
  - 2. Project Schedule
    - a. Ability to perform the work by July 1, 2026.
    - b. Reasonableness of estimated time to complete each task.
    - c. Ability to comply with New York State and Federal accounting and auditing procedures.

### **Cost Proposal:**

The separate cost proposal should be submitted in a separate envelope and include an estimate of person-hours and rates for each of the proposed tasks with an approximate cost per task. This information will be used to demonstrate the firm's understanding of the level of effort required to complete each task.

### **E. SUBMISSION OF INFORMATION**

- 1. All proposals must be received before 11:00 am on February 5, 2026.
- 2. Please submit your proposal on a flash drive(or electronic access) and four hard copies to:
  - Janelle Henry Environmental Manager
  - Environmental Services Department
  - 41 City Hall Place
  - Plattsburgh, NY. 12901
- 3. If you have any questions, please contact Janelle Henry at ([henryj@cityofplattsburgh-ny.gov](mailto:henryj@cityofplattsburgh-ny.gov))

### **F. PROPOSAL EVALUATION**

The proposals will be reviewed and evaluated as outlined below.

First, the responsiveness of the proposal will be determined. To be responsive, it must comply with the submission requirements in Sections D and E and the firm must agree to perform the work in accordance with the terms and conditions as stated in RFP.

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

The cost proposal will be reviewed after the technical proposal evaluation is completed and shall be submitted in a separate sealed envelope.

Firms may be contacted for an interview. Once a top firm has been identified, 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.

#### **G. GENERAL CONTRACT 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 and WIIA/WQIP/Government funding requirements.

**END OF RFP.**