

Town of Marshall – Request for Qualifications

The Town of Marshall was awarded a 2025 New York State Community Development Block Grant (CDBG) in the amount of \$2,000,000 to make necessary improvements across the water system supplying water to the Deansboro water district. The Town Board is issuing this Request for Qualifications (RFQ) for the qualification-based procurement of an engineering firm to assist the Town with this project

Project Description

Deansboro Water District is located in the northwest corner of the Town of Marshall, a small rural community located in Oneida County. The water system supplying water to the Deansboro water district was built in the 1990's and has not seen significant upgrades since. Due to the increased frequency of droughts and growth of local businesses, there have been many water conservation notices issued to the residents. At times, the Town has even hauled water into the system. In 2024, Oneida County Department of Health issued an inspection report on the sedimentation basin which detailed many issues with the current treatment facilities.

Because of these many identified deficiencies of the system, the Town will be undertaking this project to make the necessary improvements to the Deansboro district. These improvements will include locating and installing a new well, and rehabilitating and replacing key components of the system to address long-term concerns.

In keeping with these requirements, the qualifications-based procurement standards for the Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply. Utilizing a qualifications-based process, the Town will select a consulting engineering firm to perform the tasks listed in this RFQ and any others that may arise during the completion of the project. Proposals will be received from all firms which wish to be considered for this engagement.

Engineering Services To Be Provided

In accordance with federal guidelines, the Town will be utilizing a qualifications-based process to select a consulting engineering firm licenses in the State of New York to:

1. Prepare an engineering report acceptable to CDBG and regulatory agencies.
2. Assist the Town in the completion of environmental reviews for the project including SEQR and NEPA.
3. Project design and regulatory approval.
4. Obtain regulatory approvals and permits from regulatory agencies as needed.
5. Bid phase services which include direct outreach to MWBE firms, a pre-bid meeting, recommendation of bid award to the Town.
6. Construction oversight services including review and recommendation of payment applications and change orders, holding regular construction meetings, construction phase approvals such as authorization to connect to the water system from Department of Health (DOH), as built drawings.
7. Inspection services including a DOT approved inspector for work within New York State Department of Transportation (NYSDOT) rights of way.
8. Close out the project as needed with the funding agency, regulatory agencies and the Town.

Consultant Selection Criteria

Consultants must demonstrate their level of competence and qualification, including any subcontractor's level of competence and qualification, with respect to the listed evaluation factors for the services needed.

1. The ability of the selected firm to provide the technical skills necessary for capital improvement projects, including the ability to evaluate and adapt to project changes and/or resolve issues that arise as determined by the Town, regulatory or funding agencies. This may include evaluating new or additional alternatives as requested by the Town.

2. Size and experience of the consultant's professional and technical staff with respect to the size and complexity of the proposed project, including relevant experience of the consultant's professional staff with water design, construction and operation.
3. The consultant's ability to make practical water process evaluations, develop accurate cost estimates, and develop best practice treatment recommendations.
4. Record of success by the consultant, demonstrated by work previously performed for various municipalities throughout New York state. Submission of a list of communities where the firm has provided similar design services and contact information for each community is required.
5. Experience, communication and organizational ability of the individual(s) within the consultant's organization who will have direct charge of the work. This includes the ability to manage and coordinate schedules, deliverables, and resources including staff, consultants or sub-consultants.
6. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
7. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
8. Whether the consultant has an effective quality control program.
9. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
10. Engineer's understanding of the importance of safety in design and constructability.

After initial review of the submittals, a short list of consultants will be developed for further consideration. Firms on the short-list may be interviewed to better assess their qualifications. The best qualified firm will be selected based on demonstrated competence and qualifications for the services needed for the project.

A more detailed scope of work and fee schedule will be negotiated with the firm the Town feels is best qualified to complete this project. If negotiations are not successful with any selected firm, the Town will terminate negotiations with that firm and initiate negotiations with the next best qualified firm. When a fair and reasonable fee is established, a contract award recommendation will be made to the Town for its consideration and approval.

Engineering Firm Insurance Requirements

The firm must meet the following insurance requirements.

1. Proof of worker's compensation insurance coverage.
2. General liability \$1,000,000 per occurrence / \$2,000,000 aggregate. The Town must be listed as additional insured and endorsement required.
3. Auto liability insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and / or property damage. The Town must be listed as additional insured and endorsement required.
4. Professional liability not less than \$2,000,000 per loss.

RFQ Schedule

Below outlines the Request for Qualification Schedule.

DATE	DESCRIPTION
March 4, 2026	Request for Qualifications Advertised
April 3, 2026	Statements of Qualifications Due to Town by 3:00 pm
April 6, 2026	Review Qualifications and Short List Consultants
April 6, 2026	Begin Consultant Interviews, if wanted.
April 14, 2026	Award to Consultant at Town Board Meeting

Submittal

Please provide a copy of your qualifications and related materials in electronic format. Proposals must be transmitted as an electronic file in a PDF format. All proposals must consist of a Statement of Qualifications and must be received no later than **3:00 pm, April 3, 2026** - the submittal deadline date. Please mark your response **“REQUEST FOR ENGINEERING QUALIFICATIONS – DEANSBORO WD PROJECT”**.

All proposals must be submitted electronically to Dan Yoxall, Water Superintendent at waterdistrict@townofmarshallny.gov.

Proposal Evaluation

The Town of Marshall will review and rank the proposal using the factors / rating scale listed below to select the preferred consultant based on qualifications. Based upon the evaluation of the proposals, the Town of Marshall reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Town of Marshall to pay any costs incurred in taking part in said interview.

The evaluation factors are:

- Understanding the project and experience with other similar water improvement projects and water systems. **Maximum Points: 25**
- Project Management Approach: provide a response outlining the Firm’s Project management approach and the performance of the identified services as well as the timeliness of project deliverables. This response should address items 1 through 10 of this RFQ. **Maximum Points: 25**
- Availability of Staff and Experience of the Project Team: Having the right team helps deliver a project within budget and on schedule. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work identified. Considerations will include the individuals’ qualifications, experience, and location of key personnel. **Maximum Points: 30**
- Experience with CDBG and other Federal/State Funded Projects: The Firm’s familiarity and experience in successfully satisfying funding agency construction requirements and MWBE requirements will be reviewed and ranked. **Maximum Points: 20**

Following the review of the Statement of Qualifications, no guarantee of work assignments or projects can be made, however, the assignment of project will be based on the Town’s needs.

The selection of the consultant will be valid for a period of three (3) years from the date of Town Board approval, and the Town reserves the right to renew the selected consultants for an additional three (3) years.

Equal Opportunity/ Affirmative Action Employer

All qualified firms will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. **The Town of Marshall strongly encourages M/WBE and Section 3 firms to submit proposals and may partner with qualified MWBE and/or Section 3 firms to submit a proposal.**

Rights

The Town of Marshall shall be the sole judge of whether a submittal conforms to the requirements of this RFQ and of the merits and acceptability of the individual submittals. Notwithstanding anything to the contrary contained herein, the Town reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the Town may select; to award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with this RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; reject any or all proposals and cancel this RFQ, in whole or in part, for any reason or no reason, in the Town's sole discretion. The Town may exercise any such rights at any time, without notice to any respondent or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation.

Additional Information

Questions regarding this RFQ may be directed to:

Dan Yoxall, Water Superintendent
Town of Marshall
2651 State Route 12B, PO Box 242
Deansboro, New York 13328
(315) 368-3217
waterdistrict@townofmarshallny.gov