



REQUEST FOR QUALIFICATIONS (RFQ) ENGINEERING SERVICES FOR HIGH-PRESSURE ZONE STUDY & INFRASTRUCTURE IMPROVEMENTS

I. PROJECT DESCRIPTION

The City of Oneida is issuing this Request for Qualifications for the qualifications-based selection of an engineering firm to assist with engineering tasks associated with conducting a High-Pressure Zone Evaluation and Infrastructure Improvements Project.

Utilizing a qualifications-based process, the City will select a consulting engineering firm licensed in the State of New York to evaluate, plan, design, assist with bidding, provide construction administration services, and perform project closeout services as the need arises.

The projects referenced in this RFQ are anticipated to be funded with NYS and/or Federal loan and grant funds. All project bidding, construction administration, and inspection/closeout activities associated with the project must be performed in accordance with NYSEFC requirements and regulations. Findings of the Preliminary Engineering Report will be incorporated into a NYSEFC Engineering Report for an Intended Use Plan listing and Drinking Water State Revolving Fund (DWSRF) application for potential loan and grant assistance

PURPOSE

To obtain statements of qualifications from qualified engineering firms interested in contracting with the CITY to provide engineering services as outlined herein.

BACKGROUND

The Baker Reservoir property is located at 1111 Richter Drive, Oneida, NY 13421 and consists of (2) concrete 7.5 million gallon holding tanks (15 million gallons total) and a chlorine boosting station. Water supply originates at the Water Treatment Plant and travels through a transmission main to the Lake Street Pump Station. From there, water is distributed throughout the northern and central portions of the City before feeding by gravity into the (2) concrete tanks located on the south side of the City near Baker Reservoir. The intent of these tanks is to provide necessary storage capacity and system pressure to the distribution system while creating bi-directional flow conditions within portions of the water distribution system during varying demand periods.



There are currently no separate pressure zones between customers located at elevations near the tanks and customers located at lower elevations throughout the remainder of the system. The purpose of the proposed infrastructure improvements is to establish a separate high-pressure zone for customers located at higher elevations while also providing the necessary capacity and pressure for future residential and commercial developments within similarly elevated areas.

The project may require modifications to existing water mains, installation of new water mains, valves, controls, pumping infrastructure, storage facilities, and related appurtenances necessary to establish and maintain the proposed high-pressure zone

TASK

The engineering firm selected through this RFQ shall provide a Preliminary Engineering Report to evaluate the necessary requirements for the design and implementation of necessary infrastructure improvements to meet capacity and pressure requirements for the proposed high-pressure zone serving surrounding areas located at higher elevations.

This shall also include all proposed infrastructure and any improvements to existing infrastructure associated with establishing, operating, and maintaining a high-pressure zone. The existing area infrastructure, in conjunction with any proposed and/or simulated property developments, shall be evaluated for all design components to determine adequate system capacity, operating pressures, storage requirements, and proposed water tower elevation.

The CITY recognizes that a proposed water tower represents the anticipated method to achieve the intended high-pressure zone; however, proposers are encouraged to evaluate and recommend alternative or supplemental infrastructure improvements where appropriate. Such recommendations may include modifications to existing infrastructure, new transmission mains, booster pumping, pressure zone reconfiguration, control improvements, storage alternatives, or other system improvements necessary to achieve reliable long-term service for the proposed high-pressure zone.

The scope of evaluation shall not be limited strictly to the concepts specifically identified within this RFQ. Engineering firms are encouraged to provide professional recommendations and alternative approaches that support the overall project objective of creating and sustaining a reliable high-pressure zone for existing and future customers within the service area.

The Report shall identify proposed improvements, methods of construction, estimate total capital costs, estimate project lifecycle costs, and forecast the anticipated construction schedule. The scope shall include identification and evaluation of funding mechanisms, and submission of grant/funding applications, if applicable.



II. CONSULTANT SELECTION CRITERIA

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

NOTE: These factors are not listed in order of importance.

Evaluation factors include:

1. Serve as Engineer-of-Record for the City for the project.
2. The ability of the selected firm to provide the technical skills necessary for capital improvement or maintenance projects, or evaluate such projects on very short notice, and on an as-needed basis as determined by the City.
3. Size and experience of the consultant's professional and technical staff with respect to the magnitude and complexity of various projects.
4. Experience of the consultant's professional staff with municipal water distribution systems, pressure zone analysis, elevated storage facilities, pump stations, and water system infrastructure improvements.
5. The consultant's ability to evaluate existing water system infrastructure and develop practical, cost-effective recommendations for long-term system improvements.
6. Record of success by the consultant, demonstrated by work previously performed for the City or similar work performed for others.
7. Individual within the consultant's organization who will have direct charge of the work.
8. Whether the consultant has adequate staff and/or other resources to perform the work within schedule and meet funding program MWBE requirements.
9. The approach the consultant proposes to use for the work and to keep the project within budget and on schedule.
10. Pertinent new ideas that may be presented by the consultant during the selection process.
11. Whether the consultant has an effective quality control program.
12. Demonstrated ability to identify all necessary permits, regulatory requirements, and processes and obtain involved agency approvals.
13. Understanding of the importance of safety in design and constructability.
14. Demonstrated ability to run a diverse program including managing and coordinating schedules, deliverables, resources, and multiple consultants/subconsultants.
15. Submit a list of communities/clients where you have provided similar design services.

After initial review of the submittals, a short list of consultants will be developed for further

Commissioners:
JIM CHAMBERLAIN (CHAIR)
KATHY ERDO, BRIAN BORTREE,
ZAK KRISTAN, IHOR SEMKO
SAMANTHA FREDERICK, Clerk

CITY OF ONEIDA
WATER DEPARTMENT



consideration. These firms may be invited for an interview. The best qualified firm or firms will be selected based on its demonstrated competence and qualification for the services required for the project. A more detailed scope of work and fee schedule will be negotiated with the best qualified firm or firms. If negotiations are not successful with any selected firm, the City 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 City of Oneida Common Council for its consideration.

Engineering Firm Insurance Requirements

The firm must meet the following insurance requirements.

1. Proof of Workers Compensation insurance coverage.
2. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate.
The City 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 City must be listed as additional insured and endorsement required.
4. Professional Liability not less than \$2,000,000 per loss.

III. PROJECT SCHEDULE

Below outlines the projected RFQ selection process schedule.

DATE	DESCRIPTION
May 22, 2026	Issuance of Request for Qualifications
June 12, 2026	Statement of Qualifications Received
July 3, 2026	Review Qualifications and Short List Consultants, Begin Interviews, if needed.
July 21, 2026	Award to consultant at City Council Meeting

IV. SUBMISSION

Please provide a copy of your qualifications and related materials via electronic submission no

DREW CAMPANY
Water Superintendent

Commissioners:
JIM CHAMBERLAIN (CHAIR)
KATHY ERDO, BRIAN BORTREE,
ZAK KRISTAN, IHOR SEMKO
SAMANTHA FREDERICK, Clerk

CITY OF ONEIDA
WATER DEPARTMENT



109 N. Main Street
Oneida NY 13421

Tel.: (315) 363-1490
<https://www.oneidacityny.gov/water>
water@oneidacityny.gov

later than 3:00 p.m., June 12, 2026, the submittal deadline date. This information shall be on a maximum of fifteen (15) 8 1/2" x 11" pages, single sided (5 pages narrative, 5 pages project team and 5 pages similar projects). Please mark your response "**REQUEST FOR ENGINEERING QUALIFICATIONS – CITY OF ONEIDA**" and e-mail one PDF copy of your submission to:

Drew Campany
City of Oneida, Water Superintendent
109 North Main Street
Oneida, New York 13421
Phone: (315) 363-1490
Email: acampany@oneidacityny.gov

If Qualifications are not received from your firm by the submission date, we will assume you do not wish to be considered for this Project. Alternatively, if you do not wish to be considered for this project, a letter stating so will be appreciated. This decision will in no way affect your firm's consideration for City of Oneida projects.

If you require further information about this project, please contact Drew Campany, Water Superintendent at acampany@oneidacityny.gov. All questions or requests for additional information must be in writing and include your name, company affiliation, address, phone number, and email address and received no later than **June 9, 2026**, at 3:00pm.

V. PROPOSAL EVALUATION

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

The evaluation factors are:

- Knowledge and familiarity with the City's water distribution system.
Maximum Points: 20
- Project Management Approach: Response as outlined regarding the Firm's Project Management Approach and the performance of the identified services as well as the timeliness of project deliverables.
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 City 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 NYSEFC Funded Projects: The Firm's familiarity and experience in successfully satisfying funding agency construction documents and MWBE requirements will be reviewed and ranked.
Maximum Points: 25

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

VI. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

All qualified engineers will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The City encourages MWBE and Section 3 firms to submit.

VII. RIGHTS

The City 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 City 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 City 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 City's sole discretion. The City 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.