

July 10, 2026

REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL TO REPLACE BROKEN DECK GRATING

1.0 INTRODUCTION

The Binghamton-Johnson City Joint Sewage Treatment Plant (the “Plant”) is requesting qualifications and proposals from qualified vendors (“Proposers”) to provide replacement deck grating.

The scope of the required services, service period, proposal requirements, and proposal evaluation criteria are detailed within the subsequent sections of this Request for Qualifications and Request for Proposal (“RFQ/RFP”). The selected Proposer will be expected to perform all services required and necessary as outlined in this RFQ/RFP and its attachments.

To be considered for selection in response to this RFQ/RFP, two (2) paper copy, one (1) electronic copy (in Portable Document Format [“.pdf”]) of Proposer’s proposal and a professional qualifications shall be submitted to the Plant, in care of Howard Reeve, Facility Engineer, Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, New York 13850, no later than 10:00a.m. on July 29, 2026. They must also schedule and attend a mandatory site inspection of the facility to take measurements. Any questions regarding this RFQ/RFP should be directed to Howard Reeve, Facility Engineer, by telephone at 607-768-5117, by fax at 607-729-3041, or e-mail to hreeve@bjcwtp.com

2.0 SCOPE OF SERVICES FOR WHICH PROPOSALS ARE REQUESTED

2.1 The Plant is seeking proposals from vendors to visit the site at 4480 Vestal Road to measure and produce deck grating to replace broken existing grating.

2.1.1 There are numerous sections of compromised metal grating recessed into concrete decking on site. Many no longer meet OSHA standards and have been covered in plywood or metal plating.

2.1.2 Damaged grating needs to be replaced per NFPA 101 standards in fully banded aluminum. Replacement grating shall be measured on site by the vendor to ensure proper fitment.

2.1.3 The qualified bidder that can replace the largest amount of square footage for \$10,000.00 will be awarded the work.

3.0 SUBMITTALS

3.1 Proposal. The proposal must include the following:

- 3.1.1 Transmittal Letter: This transmittal letter is to serve only as the document covering transmittal of the Proposer's proposal. This letter should provide the name, title, address and telephone number of the official contact and alternate, if applicable. These individuals should have the authority to bind the Proposer and shall be available to be contacted by telephone and attend any interviews to be scheduled as deemed necessary.
- 3.1.2 Action Plan: The Proposer shall provide a detailed description/action plan for the services to be provided, including:
 - i) a description of any proposed differences from the Scope of Services described in this RFP;
 - ii) a statement of all the Proposer's concerns with the Scope of Services, or with any other requirements of this RFQ/RFP; and
 - iii) an itemized schedule for completing the work.
- 3.1.3 Subcontractors: The Proposer shall identify all subcontractors, and describe all services to be provided by each subcontractor.
- 3.1.4 Proposed Fees and Other Charges: The Proposer shall provide a detailed description of all fees and other charges which it proposes for completion of the work, including:
 - i) A "not to exceed" amount for all services, goods and which Proposer expects to be provided pursuant to this RFQ/RFP;
 - ii) A schedule of hourly rates for personnel of the Proposer and of subcontractors, if any; and
 - iii) A schedule of items and cost of proposed "Reimbursable Expenses."

3.2 Qualifications. The Proposer must submit the following for itself and for each subcontractor:

- 3.2.1 A completed Contractor/Subcontractor Questionnaire. See attached.
- 3.2.2 A statement of the Proposer's professional qualifications to perform the services identified, including all other similar or comparable services and projects performed within the past three full calendar years and current year-to-date that would indicate relevant experience by the Proposer and other personnel to be assigned.

- 3.2.3 A list of the personnel proposed to be assigned to the project, together with a statement of the qualifications of each, and a statement of the experience of each on similar or comparable projects within the past three calendar years and current year-to-date. The individual(s) to be assigned primary responsibility as project manager(s) must be specified.
- 3.2.4 A list of references with respect to other similar work or comparable projects completed within the past three full calendar years and current year-to-date. This list is to include the name of the individual, company name, address, phone number, and a description of the work or comparable project.

4.0 SITE INSPECTION

Prior to the date and time that proposals are due, the site will be available for inspection Tuesday through Thursday from 9am to 3pm upon request. Appointments are required to be considered a responsible bidder. To arrange an inspection, contact Howard Reeve, Facility Engineer, at 607-729-5117 (phone), 607-729-0110 (fax) or by email at hreeve@bjcwtp.com.

5.0 REVIEW AND SELECTION

The selection committee **does not** anticipate interviewing Proposers deemed qualified to perform the work. In due course, Proposers will be notified of the results of the RFQ and proposal evaluation performed as to their submittals and the requirements. Evaluation criteria are the following listed factors to be considered by the selection committee in order of decreasing weight of importance:

1. Experience and qualifications of the Proposer and the proposed staff.
2. Organization, capability and availability of the Proposer to undertake the work.
3. Total square footage of proposed repairs under the NTE price.
4. The brevity, clarity, and completeness of the proposal.

6.0 LIMITATIONS

- 6.1 The Plant reserves the right to ask for clarifications or additional information and to consult references as may be necessary to judge the proposal and/or the qualifications of the Proposer.

- 6.2 Proposals as submitted are irrevocable and cannot be withdrawn or 45 days after the submission deadline stated in Section 1.0 of this RFQ/RFP.
- 6.3 All information, materials and proposals submitted in response to this RFQ/RFP, all negotiations will become the property of the Plant. Proposers should not submit proprietary or confidential business information unless it is believed such information is critical to their presentation. Such information should be clearly identified as such and submitted on pages separate from the other submittals and in a separate electronic document contained the word “CONFIDENTIAL” in the filename. The Plant will endeavor to protect such proprietary or confidential information to the extent that the law allows.
- 6.4 This RFQ/RFP does not commit the Plant to award a contract or contracts or to pay any cost incurred in the preparation of a proposal in response to this RFQ/RFP.
- 6.5 The Plant reserves the right for any reason at its sole discretion to accept or reject any or all proposals received as a result of this RFQ/RFP, to negotiate with qualified Proposers, to cancel in part or in its entirety this RFQ/RFP and/or discontinue discussions with a particular Proposer.
- 6.6 The Plant reserves the right to make modifications and issue addenda to the terms and conditions of this RFQ/RFP at any time, including after conducting interviews.
- 6.7 This RFQ/RFP and/or the selection of any Proposer does not create any contractual rights or obligations whatsoever with the Plant.

END RFQ/RFP

ATTACHMENTS

- 1. Contractor/Subcontractor Questionnaire.
- 2. _____ [Attach any maps, drawings, specifications or other matters referenced in the Scope of Services.]