

TOWN OF SKANEATELES,
REQUEST FOR PROPOSALS
RFP#02-26

ON-CALL SERVICES
for
Water and Septic Utility Emergency and Repair Services

INVITATION

The Town of Skaneateles seeks to develop a short list of qualified construction contractors for on-call emergency and repair services. These contractors may be needed to support the water distribution and septic collection systems throughout our utility service area.

Interested contractors should submit proposals in a sealed envelope clearly marked “RFP#02-26 Water and Septic Utility Emergency and Repair Services” on the outside of the mailing envelope. The sealed envelope must be addressed to the attention of the Town Clerk, Town of Skaneateles 24 Jordan Street, Skaneateles, NY 13152. Proposals will be accepted until **March 25, 2026 at 2:00 p.m.**

The Town of Skaneateles invites qualified contractors to submit proposals for on-call Water and Septic Utility Emergency and Repair Services. The Town is seeking up to three contractors who could be available to provide on-call services (both routine and emergency). Interested firms are invited to submit their responses in conformance with the criteria outlined below in the RFP. Work shall comply with American Water Works Association standard practices, New York State Department of Health and Department of Environmental Conservation, and Town of Skaneateles standards. The purpose of this Request for Proposal (RFP) is to identify a short list of firms to provide on-call services for years 2026-2030.

A copy of the RFP can be obtained from the Town’s website at: www.townofskaneateles.com or by calling the Town Clerk at 315-685-3743.

Any Addenda to this RFP document, including written answers to questions, will be posted on the Town of Skaneateles website, at least two (2) business days prior to the proposal due date. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed to Miranda Robinson, Town Engineer at: mrobinson@townofskaneateles.com

The Town of Skaneateles reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to negotiate and accept any proposal that it deems to be in the best interest of the Town.

REQUEST FOR PROPOSAL FOR ON-CALL SERVICES

INTRODUCTION AND SCOPE OF SERVICES:

The Town of Skaneateles is requesting proposals for on-call Water and Septic Utility Emergency and Repair Services. The Town will select highly qualified Contractors who can provide a quick response, quality end product, and a high level of customer service performance in all work efforts. The Contractor will be expected to work with the Town's staff in a professional manner. The services are to be provided on an as needed and request basis.

It is the Town's intent to create a limited roster of up to three qualified Contractors who are interested in performing such work and to establish in advance the rate of compensation for such services. The Task Order Contract for selected Contractors is attached as an appendix included with this proposal package.

Contractors placed on the roster will generally be ranked in order of compensation rate and qualifications. The Town reserves the right, however, to consider responsiveness and past performance in determining which Contractor will be contacted first and given the opportunity to perform work as needed on a Task Order Contract. The Town will proceed down the roster as necessary to meet the needs of the Town.

By seeking proposals from Contractors, the Town does not imply that it will utilize the Contractor's services any guaranteed number of times over the course of the year.

The Town of Skaneateles shall retain the right to remove any Contractor from the roster if Contractor fails to perform satisfactorily under the Task Order Contract. Failure will include: not performing work in a workman-like manner within the demands and time constraints established by the Town for the service.

BACKGROUND

The Town of Skaneateles provides water to approximately 1,100 service connections. The water distribution system network includes approximately 27 miles of water main in sizes ranging from 2" to 12". This network is comprised of all types of materials ranging from construction in the 1920s through to 2021.

The Town provides septic services to four multi-family buildings each comprised of 4 dwelling units. Each building has its own septic system and is located along Lauder Lane in the northern end of the Town. Each septic system has a 2,500 gallon septic tank, a siphon chamber and approximately 500 linear feet of absorption trench.

SCOPE OF WORK

The scope of work consists of both routine and emergency services, as needed.

Routine work may include:

- Repairing water and septic piping, valves and tanks
- Repairing, replacing siphon chambers and septic tanks
- Installing new fire hydrants
- Installing new service laterals
- Abandoning existing service laterals
- Installing valves
- Replacing and installing pits, valve boxes, curb boxes and other appurtenances
- Additional work necessary for completion such as dewatering, bypass pumping and other associated work
- Routine inspection of septic tanks, siphon chambers and fields

Routine activities occur during the Town's business hours (7:30am-3:30pm). Work required during these hours shall commence after Town staff approve a contractor's quote.

Emergency work examples include:

Repairing damaged fire hydrants or fixing water main break or service breaks, responding to calls regarding septic field or tank issues. Emergency services can occur 24/7 including weekends and holidays. Town staff will expect contractors to appear on the project site within a two-hour period of being notified and respond on a time and materials basis without providing a prior written quote for the work. The vendor is expected to supply sufficient manpower and equipment to provide services in a timely and professional manner.

At times, the Town may require only excavation or other specific services to support Town employees in the execution of their work. The Town will identify specific contractor routine and emergency services required for each incident.

GENERAL INSTRUCTIONS:

A. Submission:

Submit two copies of Contractor's Company's Proposal in 8-1/2" x 11" format by **2 p.m. on March 31, 2026**. Proposal shall include all required information and a fully completed Fee Proposal Form. Copies shall be mailed or hand delivered clearly marked "RFP#02-26 Water and Septic Utility Emergency and Repair Services" to:

Town Clerk
TOWN OF SKANEATELES
24 Jordan Street
Skaneateles, NY 13152
P: 315-685-3473

B. Questions:

Written questions pertaining to all issues associated with this RFP shall be directed in writing via e-mail by **4:00 p.m. on March 23, 2026** to:

Miranda Robinson
mrobinson@townofskaneateles.com

If any person contemplating submission of a proposal finds discrepancies in or omissions from or is in doubt as to the meaning of any part of the RFP Documents, he/she shall request an interpretation thereof prior to the Deadline for Submission of Questions. Any interpretations or corrections released by Addendum shall be binding. Addenda to this proposal document, if any, including written answers to questions, will be posted on the Town of Skaneateles website under the project heading. Addenda will not be provided directly to Service Companies. Each Contractor shall ascertain prior to submitting their Proposal that he/she has received all Addenda issued.

C. Submittal Requirements:

Contractor shall include the following items in the Company's Proposal:

1 Qualifications:

On company letterhead state the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Briefly describe the history of the firm and the types of services provided. Identify areas of technical and skilled trade expertise which make the firm qualified for this work. Provide contact information.

2 Employees:

Identify the individuals or classes of employees that will be employed in the work. Include resumes or qualifications and certifications (maximum of one page per individual) in this section. Qualifications and capabilities of any sub-consultants must also be included.

3 Proposed Work Plan:

Provide a written summary of your general approach to responding to Town requests for work. The summary should include availability to perform task-based work, time needed to mobilize, turn-around time to prepare fee estimates for individual tasks, and ability to perform on-call emergency work, if needed. As part of this section of the proposal, Contractor should identify the amount of time needed to

visit a proposed work site after being notified by the Town, time needed to prepare a proposal, and after acceptance of proposal by the Town, the time needed to mobilize and begin work.

4 Relevant Experience:

Provide the details of the Contractor's last five relevant projects and past performance of the contractor and its team members on comparable work. This item should cover, at a minimum, the substantive nature of comparable projects. Contractors are required to give sufficient information of their experiences to permit the Town to understand and verify the exact nature of the contributions made by the Contractor to the projects listed.

5 Fee proposals:

In addition to the qualification proposal as discussed above, complete fee proposal form as provided as Appendix A at the end of this invitation.

Labor rates shall be valid for the Contract duration. Proposals will be structured with hourly or weekly estimates of equipment usage and labor (whichever is appropriate for the duration of the task) and a list of materials and associated pricing. The Town will provide necessary materials for repair, however, in instances that the Contractor will supply them the Contractor shall be entitled to a 10% markup on material costs. Back-up documentation for material costs shall be provided with all proposals. The Town may also decide to complete tasks on a Time and Materials basis using the fee schedule included as part of the Contractor's proposal.

Due to the nature of the multi-year agreement, there is an escalation factor included in the fee proposal.

D. Selection Criteria:

The proposals will be ranked according to the following selection criteria:

- 1 Professional Qualifications, Team and Experience
- 2 Project Approach and Response Time
- 3 Fee proposal

The Town may elect to interview one or more firms to assist in the ranking process. The Town seeks to identify three firms for its on-call list.

E. Reservation of Rights:

By submitting a proposal, the Contractor authorizes the Town to undertake such Investigation as may be necessary to verify the Contractor's qualifications and reputation. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

The Town of Skaneateles reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to negotiate or accept any proposal that it may deem to be in the best interest of the Town.

APPENDIX A

Fee Proposal Sheet Water/Sewer Emergency and Repair Services

The proposing party hereby offers to provide the Town of Skaneateles’s Water and Sewer Division with emergency and repair services, on an on-call basis, as detailed by RFP#02-26 for the following prices:

ITEM	units	Rate/Cost
Base Crew - normal working hours *	per hour	
Base Crew - outside normal working hours *	per hour	
Additional Laborer	per hour	
Additional Laborer - overtime	per hour	
Traffic Control	per hour	
Gravel, Stone, Sand, and Concrete (if needed)		To be picked up by Contracted vendor and billed to Town. Driver Cost per trip.

*** Base Crew = 1 Foreman, 1 Operator, 2 Laborers, Vehicles and Equipment**

Escalation Factor (%) for year 2027: _____

Escalation Factor (%) for year 2028 (based on 2027): _____

Escalation Factor (%) for year 2029 (based on 2028): _____

Escalation Factor (%) for year 2030 (based on 2029): _____