

# TOWN *of* NEW HARTFORD

ONEIDA COUNTY

## NEW HARTFORD HIGHWAY DEPARTMENT

111 NEW HARTFORD STREET, NEW HARTFORD, NEW YORK 13413-2850

Telephone: 1-315-724-4300

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Memo To: Technical Firms  
From: Roger A. Cleveland, Superintendent of Highways  
Re: RFQ for Technical Services  
Date: 25JUL07

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Please accept this correspondence as a Request for Qualifications to provide technical services to the Town of New Hartford in relation to our efforts to provide stormwater improvements throughout the Town.

The Town of New Hartford has experienced an increasing amount of private and public property damage from storm/ snowmelt events that have occurred over the past several years. Most of the impacted areas have experienced some amount of flooding for long periods of time, however, as time progresses newer areas are identified. In some cases, it appears that development may have played a role, but in other areas there has been no new development in the recent past and there appears to be nothing we can point to as a root cause.

It is obvious that some of the stormwater management infrastructure installed as a function of subdivisions was not either given to or accepted by the Town for maintenance purposes. Homeowners have changed and what was once known to be a conveyance for drainage is no longer, it having been filled in, planted over, or generally just not maintained. This situation has been exacerbated by the incremental increase in impervious area caused by home additions, driveway widening, pools, patios, sheds, etc., and the strip development that falls below the radar for almost any kind of scrutiny as regards drainage.

Regardless of what has happened in the past, the Town has taken a proactive approach with the acquisition of a \$2,000,000 stormwater improvement bond. With these available funds, the Town will advance a multi year improvement project to a number of both small and large watershed sub-areas. In this effort, the Town will need to acquire technical services to include, but not be limited to the following areas:

### Mapping

Hydrologic studies/ watershed assessments to include specific sub-areas and planned improvement impact on major watersheds such as Sauquoit Creek

Preliminary/ Final design of improvements

Bid/ Specification Document preparation

Bidding assistance

Construction Inspection

Survey for land acquisition/ easements/ right-of-access

Easement/ Right of Access acquisition

Appraisals

We invite you to review the capabilities of your firm and respond to the Town with a statement of qualifications for any or all of the above areas of work. In your response we request you include the following:

A statement of qualifications and references

Experience in performing the kinds and types of work outlined above and other experience you may feel pertinent to the Town's efforts including working relationship with funding and regulatory agencies, and previous experience working with the Town

Quality Control Procedures

Firm Organization Chart with resumes of the principals and persons who would be assigned to work on this project along with the availability of personnel

Insurance coverages maintained by your firm which reimburse, indemnify and hold harmless the Town and insure proper performance by your firm including errors and omissions coverage and professional liability coverage

Hourly rate schedule for the persons/ titles proposed to work on this project, and including any fixed fee charges for direct and indirect expenses

A proposed form of contract between your firm and the Town

List of current private sector work in the Town of New Hartford

The Town anticipates awarding one or more professional services contracts for this project with an early to mid August start date. The Town reserves the right to consider any and all factors in awarding the contracts.

We request that you submit 20 copies of your response on or before August 13, 2007 to the undersigned at 111 New Hartford Street, New Hartford N.Y. 13413 so that the responses can be reviewed at the earliest available time. Please mark clearly on the cover letter what work efforts are included in your submittal.

Thank you for your attention to this matter. If there are any questions or need for additional information, please do not hesitate to contact me at 72404300 Ext. 1, cell at 525-5402 or email [RogerC@town.new-hartford.ny.us](mailto:RogerC@town.new-hartford.ny.us) We look forward to hearing from you and thank you for your efforts in responding.

I am,

Sincerely yours,

Roger A. Cleveland  
Superintendent of Highways

cc Town Board  
SWG  
Town Attorney