

REQUEST FOR QUALIFICATIONS/PROPOSAL

MONROE COUNTY WATER AUTHORITY



ANNUAL ON-SITE HEARING TESTS

March 10, 2026

**Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610**

SECTION 1 – INVITATION TO PARTICIPATE

1.1 Purpose

The Monroe County Water Authority ("MCWA") is soliciting Statements of Qualifications/Proposals from consultants for professional services related to Annual On-Site Hearing Tests ("Project").

Prospective Proposers must offer a Statement of Qualifications/Proposals that will meet the scope of services, qualifications, and general description of work activities identified in Section 2 of this Request for Qualifications ("RFQ/P").

In responding to this RFQ/P, Proposers must follow the prescribed format as outlined in Section 3. By doing so, each Proposer will be providing MCWA with comparable data submitted by the other Proposers and, thus, be assured of fair and objective treatment in the MCWA review and evaluation process.

1.2 RFQ Procurement Officer

Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications/Proposal includes and imposes certain restrictions on communications between a Governmental Entity (MCWA) and Bidder/Offerer during the procurement process. The RFQ/P Procurement Officer identified below is the sole point of contact regarding this RFQ/P from the date of issuance until the selection of the successful Proposer.

Craig Watt, Safety Manager
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610
Fax: (585) 442-0220
Email: craig.watt@mcwa.com

1.3 Presentation and Clarification of MCWA's Rights and Intentions

MCWA intends to enter into a contract with the selected Proposer to supply the services in Section 2. However, this intent does not commit MCWA to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the Statement of Qualifications or a cost proposal in response to this request, or to procure or contract for any services. MCWA reserves the right, in its sole discretion, to (a) accept or reject in part or its entirety any proposal received as a result of this RFQ/P if it is in the best interests of MCWA to do so; and (b) award one or more

contracts to one or more qualified Proposers, if necessary, to achieve the objectives of the RFQ/P if it is in the best interests of MCWA to do so.

1.4 Time Line

The schedule of events for this RFQ/P is anticipated to proceed as follows:

- If required, an Addendum to the RFQ/P will be distributed on or before April 13, 2026.
- All requests for RFQ/P clarification/questions must be submitted in writing or e-mailed to the RFQ/P Officer at the Email address provided in Section 1 and received no later than the close of business on April 17, 2026.
- The final RFQ/P submissions must be received by the close of business on April 24, 2026 at the address shown in Section 3.1.
- Submissions will be presented to the MCWA Board of Directors for approval on May 14, 2026.

1.5 Overview of the Organization

MCWA provides a high quality, safe, and reliable water supply, in a financially responsible manner.

MCWA was created by State legislation in 1950 to solve the water supply needs of this community. In 1959, MCWA took over the assets of the private New York Water Service Corporation and had 27,000 retail customers serving just portions of the County's inner ring towns and portions of the City. As surrounding towns and villages faced new water supply challenges, the MCWA service area has steadily grown. Today, we serve over 191,000 customers in every town and village in Monroe County (partially in the City of Rochester) plus towns, villages and other water authorities in each of the five adjacent counties.

The MCWA system infrastructure includes two operations centers and a meter shop; three water treatment plants (i.e., Shoremont, Webster, and Corfu); 47 remote pumping stations; 51 tanks, and 2 storage reservoirs; and over 3,495 miles of transmission and distribution water mains.

MCWA's workforce consists of 43 Production & Transmission employees (Water Treatment Plants; Claims & Compliance); 70 Facilities, Fleet & Operations employees (Vehicle Shop, Warehouse, Distribution Maintenance, Hydrants, Valves and Dispatch); 29 Engineering employees (Design, Engineering Support, Technical

SECTION 2 – DETAILED SCOPE OF SERVICES

2.1 Scope of Work

- A. The Proposer is to provide testing as follows:
 - 1. On-Site Services at locations referenced above.
 - a. Services provided by mobile staff to test an estimated 150 employees in a one month basis.

SECTION 3 – SPECIFIC PROPOSAL REQUIREMENTS

3.1 Submission of Proposer's Statement of Qualifications and Proposal

- A. **Acceptance Period and Location:** To be considered, Proposers must submit a complete response to this RFQ/P. Proposers not responding to all information requested in this RFQ/P or indicating exceptions to those items not responded to may have their proposals rejected.

The Qualifications Statement must be received at the address below before the time noted in Section 1:

Monroe County Water Authority
Attn: Craig Watt, Safety Manager
475 Norris Drive
Rochester, NY 14610

There will be no public opening of the submittals.

- B. **Required Copies:** Proposers must submit one (1) signed original Qualifications Statement and five (5) copies. They should be clearly marked as "Annual On-Site Hearing Tests". The Proposer will make no other distribution of this submittal.
- C. **Delivery:** All Qualifications and Proposal Statements must be submitted in a sealed envelope clearly labeled "**RFP – ANNUAL ON-SITE HEARING TESTS**". All proposals must be addressed to Craig Watt and be submitted via delivery service, such as UPS or FedEx. Delivery service must be instructed to "**Deliver to blue drop box located at Employee Entrance – Door 19**". MCWA cannot accommodate deliveries requiring signatures to confirm receipt. The US Postal Service is not an acceptable means to deliver to this location, proposals hand delivered or submitted via US Postal Service will be returned unopened.

Proposers shall have sole responsibility to contact Craig Watt to confirm receipt of proposal.

3.2 Clarification of RFQ/P and Questions

Questions that arise prior to or during preparation of the Statements of Qualifications must be submitted in writing or via Email pursuant to instructions in Section 1 of this RFQ. As per NYS Finance Law, no contact will be allowed between the Proposer and any other member of MCWA with regard to this RFQ/P during the RFQ process unless specifically authorized in writing by the RFQ/P Procurement Officer. Prohibited contact may be grounds for Proposer disqualification.

3.3 Addenda to the RFQ/P

In the event it becomes necessary to revise any part of this RFQ/P, an addenda will be sent to the short-list of firms receiving this RFQ/P. An acknowledgement of such addenda, if any, must be submitted with the RFQ/P response.

3.4 Organization of Qualifications Statement

This section outlines the information that must be included in your Qualifications Statement. Please respond with your information in the same order as the items in the section.

- A. **Company Information:** Provide a brief history of your company including the number of years in business, identification of company ownership, and the number of employees.
- B. **Value-Added Services/Benefits:** Describe any value-added service your company will provide as part of this contract and any specific benefits to MCWA as a result of this partnership.
- C. **Project Team:** Provide a description of the Project team's organization and roles, including the availability of a licensed Audiologist to interpret the results of the Hearing Tests. List the specific Project team members, including resumes. Please note: MCWA places great importance on the individual team members. Those proposed should be available, if selected. If in doubt, listing "alternatives" is acceptable.
- D. **References:** Provide a minimum of three (3) clients for whom your company has provided similar services. Include the following information for each client:

- Name and address of client;
- Name and telephone number of contact person;
- Summary of the services provided.

E. Procurement Form: Include the procurement disclosure form contained in Section 4.6.

3.5 Organization of Cost Proposals

This section outlines the information that must be included in your Cost Proposal. Please respond with your information in the order as the items in the section.

A. Cost Proposals

Your RFQ/P should include as a minimum the following items for on-site services:

- Services provided by mobile staff.
- Services provided by on-site staff
- Estimated fees for on-site services.

1. Minimum Fee for 66 Tests

- 66 tests performed on-site in a 7 hour period.
- Fee for each additional test over 66 performed in said 7 hour period.
- Additional fee – if any - should testing exceed said 7 hour period.

2. Minimum Fee for 33 Tests

- 33 tests performed on site in a 3.5 hour period.
- Fee for each additional test over 33 performed in said 3.5 hour period.
- Additional fee – if any - should testing exceed said 3.5 hour period.

3. Estimated fee to test approximately 150 employees over 4 days.

4. Fee – if any – for mileage, fuel, maintenance, or vehicle administration.

5. Additional fee – if any – (ex. if mobile unit must be left overnight).

6. Cancellation fee.

- Advance notice required to avoid cancellation fee.

7. Number of examinations that can be performed per hour.

8. Fee to test employees not present at the scheduled time of the on-site mobile unit.

9. Re-test fee.

10. Cancellation fee for off-site visits.

11. Review fee for assessment and/or data entry of prior hearing test results.

3.6 Method of Evaluation and Selection

- A. Evaluation Committee:** Selected personnel from MCWA will form the evaluation committee for the RFQ/P. It will be the responsibility of this committee to evaluate all properly-prepared and submitted Statements of Qualifications and make a recommendation for award.
- B. Evaluation and Selection Criteria:** All properly-prepared and submitted Statements of Qualifications shall be subject to evaluation deemed appropriate for the purpose of selecting the Proposer with whom a contract may be signed. Evaluation of the Statements of Qualifications/Proposals will consider several factors, each of which has an impact on the relative success of the Proposer to provide the services as outlined in Section 2. Responses to this RFQ/P will be evaluated according to the following criteria:
- Project Team and its experience with similar projects
 - Value-Added Services/Benefits
 - Cost Proposal
 - Proximity of key staff
 - Submission

SECTION 4 – GENERAL INFORMATION FOR THE PROPOSER

4.1 Reservation of Rights

MCWA reserves the right to refuse any and all submittals, in part, or in their entirety, or select certain products from various Proposer proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of MCWA. MCWA is not committed, by virtue of this RFQ/P, to award a contract or to procure or contract for services. The proposals submitted in response to this request become the property of MCWA. If it is in its best interest to do so, MCWA reserves the right to:

- A.** Make selections based solely on the proposals or negotiate further with one or more Proposers. The Proposer selected will be chosen on the basis of greatest benefit to MCWA as determined by an evaluation committee.
- B.** Negotiate contracts with the selected Proposers.
- C.** Award a contract to more than one Proposer.

4.2 Investigations

MCWA reserves the right to conduct any investigations necessary to verify information submitted by the Proposer and/or to determine the Proposer's capability to fulfill the terms and conditions of the bidding and the anticipated contract. MCWA will not consider Proposers that are in bankruptcy or in the hands of a receiver at this time of tendering a proposal or at the time of entering into a contract.

4.3 Incurring Costs

MCWA is not liable for any costs incurred by Proposer prior to the effective date of the contract.

4.4 Material Submitted

All right, title and interest in the material submitted by the Proposer shall vest in MCWA upon submission to MCWA without any obligation or liability by MCWA to the Proposer. MCWA has the right to use any or all ideas presented by a Proposer.

MCWA reserves the right to ownership, without limitation, of all materials submitted. However, because MCWA could be required to disclose documents received under the New York Freedom of Information Law, MCWA will, to the extent permitted by laws, seek to protect the Proposer's interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law Section 87, MCWA will deny public access to Proposer's proposal to the extent the information constitutes a trade secret, which if disclosed would cause substantial harm to the Proposer's competitive position, provided the Proposer identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Proposer's competitive position.

4.5 EEO

The Consultant shall comply with the Equal Employment Opportunity provisions of the New York State Executive Law, Article 15-A, Section 312.

4.6 Procurement Policy

Pursuant to State Finance Law Section 139-j and 139-k, this Request for Qualifications/Proposal includes and imposes certain restrictions on communications between a Governmental Entity (including the MCWA) and Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award

and approval of the procurement process by the MCWA to other than the MCWA's Procurement Officer unless it is a contract that is included among certain statutory exceptions set forth in State Finance Law Section 139-j(3)(a). The MCWA's Procurement Officer for this Governmental Procurement, as of the date hereof, is identified herein. MCWA employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for the contract award and in the event of two findings within a four (4) year period, the Bidder/Offerer is debarred from obtaining Government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officer.

The MCWA reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law Section 139-k(5) was intentionally false or intentionally incomplete. Upon such findings, the MCWA may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW
SECTIONS 139-J AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Circle One) Yes No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law Section 139-j?

(Circle One) Yes No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

(Circle One) Yes No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information:

(Circle One) Yes No

6. If yes, please provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by NYS Finance Law Sections 139-j(3) and 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to the NYS Finance Law Sections 139-k and 139-j is complete, true, and accurate.

By: _____
(Signature of Person Certifying)

Date: _____

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

Bidder/Offerer Phone Number: _____