

REQUEST FOR PROPOSAL

Monroe County Water Authority



Water Loss Control: Leak Detection

May 4, 2026

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

MCWA Request for Proposals

Water Loss Control: Leak Detection

I. INTRODUCTION

The Authority is a public benefit corporation organized under the Public Authorities Law of the State of New York to provide high quality, safe and reliable water in a financially responsible manner. The Authority is the third largest water supplier in New York State and was formed in 1959 to solve the water supply needs of this community. The Authority took over the assets of the private New York Water Service Corporation that 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 Authority's service area has steadily grown. Today the Authority provides water to approximately 725,000 individuals and services approximately 200,000 separate accounts in areas of Monroe County and certain municipalities in Ontario, Genesee, Livingston, Orleans, and Wayne Counties. The MCWA system infrastructure includes its main operations center, meter shop, three water treatment plants, 40 remote pumping stations, 53 tanks and 2 storage reservoirs and over 3,400 miles of transmission and distribution water mains. The annual operating budget is approximately \$90 million.

For additional information on MCWA, go to www.mcwa.com

The Authority currently seeks proposals from Leak Detection Professionals to conduct a system leak detection survey to search the system for leaks in accordance with current industry best practices.

Specifically, the Authority seeks proposals for a complete leak detection program from a qualified, experienced leak detection professional (Professional) with a minimum of five years verifiable leak detection experience. The Professional shall provide demonstrable and extensive experience in water distribution system leak survey, detection, identification, and location, utilizing state of the art leak detection equipment, software and methods. The goal of this proposal is to engage the Professional to find, identify and quantify leaks in the water distribution system.

NOTE: Firms with prior experience in providing leak detection services are highly encouraged to apply.

This Request for Proposals ("RFP") describes the project, the anticipated consultant responsibilities, the consultant selection process, and the minimum information that must be included in the proposal.

II. SCOPE OF WORK AND DELIVERABLES

SCOPE OF WORK:

The selected consultant will be responsible for the following associated tasks:

1. **System Size:** The Authority, through this bid solicitation, seeks to engage the Professional to perform a comprehensive leak detection survey of the entire Authority distribution system encompassing approximately:
 - 3,400 miles of water main
 - 46,000 valves
 - 27,000 fire hydrants
2. **Primary Goals:** The Authority has four primary goals with this project:
 - Perform leak detection on the distribution system to such an extent as to locate leaks through active leak detection including, but not limited to, such methods as ground mics, automated acoustical listening devices, and computerized correlation methods.
 - Listen to all fire hydrants, valves and any necessary service line connections across the entire distribution system through physical contact with the pipe, main line valve, hydrant, service line valve or meter setting.
 - Document the location of leaks in the water distribution system through this program.
 - Coordinate and prioritize leaks to the Authority according to condition and criticality.
3. **Authority Responsibilities:** The Authority will provide the following services in support of the project:
 - Furnish all maps, and records needed to assist the Professional while conducting the leak detection program.
 - Personnel with a working knowledge of the water distribution system to operate valves and offer general information about the water distribution system when necessary.
4. **Deliverables:** The successful consultant shall submit the following reports to the Authority:
 - Daily Reports – List of streets surveyed, feet of pipe surveyed, number of hydrants/valves/services surveyed, leaks detected, and any other requested information.
 - Weekly Reports – Summary of the week’s progress and a look-ahead for the next week.
 - Detected Leak – The Professional shall use appropriate methodology to identify the leak location for repair purposes.
 - Monthly Reporting including:
 - i. The Professional shall submit a detailed report within thirty (30) days after completion of the month.
 - ii. The report shall contain individual reports of the location of each leak located.

5. **Documentation and Communication:** The Professional shall perform the following:
- Conduct a kickoff meeting with the Authority to cover the goals of the project and outline work procedures.
 - At the end of the day (or as requested) a list and location of any leaks located.
 - A leak detection log of activity will be included with the monthly report that will include the following:
 - i. Areas that the work was performed in
 - ii. Type of problems observed
 - iii. Locations of leaks discovered
 - iv. Dates and times that the survey was conducted
 - v. Description of equipment and techniques used to conduct the survey
 - vi. Specific location of all detected leaks
 - vii. Main size and material at leak location
 - viii. Results of resurvey (if any) of leak repaired locations
 - ix. Any other reasonable information requested from the Authority.
 - Information collected by the Project Team during the leak detection program and any other information provided by the Authority is confidential and shall remain the property of the Authority.
6. **Professional Responsibilities:** The Professional will provide the following services:
- Submit a detailed leak detection program prior to work.
 - Responsible for a confined space entry program and permitting as needed to access any confined space. Note: the Authority maintains several PRV vaults. The professional should have qualified technicians certified for the entry as may be required
 - Note: It may be necessary to conduct parts of this Leak Survey during “off-hours” and overnight for safety based upon traffic, noise and valve or water main accessibility. The Authority operates M-F, 7:00 am to 3:30 pm. The Professional shall indicate in the proposal the proposed work hours expected for the leak detection survey field team.
7. **Additional Responsibilities:**
- An on-call leak detection service shall require a 90 minute on-site response time over the full length of the contract on a 24 hour/day, 7 days/week, and 365 day/year basis. The amount of on call detection service requests will vary on a year to year basis based on actual needs.
 - The Professional will be paid a 3 hour fee/case, plus actual additional hours worked for each on call occurrence.

CONSULTANT MATERIAL TERMS AND CONDITIONS

In addition to the scope of work above, the following material terms and conditions will apply:

1. **Term** – The Contract for water distribution system leak detection shall commence upon award anticipated by June 11, 2026 and continue weather permitting, uninterrupted and without delay until the survey of the system is complete, but no more than two years. The Professional shall include in the proposal the ability to work through the winter weather, as conditions may allow. The Authority has the option to renew this contract annually to survey 25% of the system to obtain a full survey every 4 years. This option can be opted into at any time prior to the following year's agreement, or later if both Parties agree in writing.
2. **Insurance** – The consultant is required to provide evidence of insurance pursuant to Authority requirements prior to the execution of the contract and maintain insurance throughout the entirety of the contract term.
3. **Termination** – The Authority may terminate services on convenience on thirty (30) days' written notice or summarily on default for non-performance or breach.

III. SUBMITTAL REQUIREMENTS

Proposals must be submitted in the format described below and are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all respects; a proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted become the property of the Authority.

Procurement Policy: Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) 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 Authority to other than the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139- j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified herein. Authority 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 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 Officers.

The Authority 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 § 139- k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

Please contact the Procurement Officer identified below with any questions:

Larry Magguilli
Monroe County Water Authority
475 Norris Dr.
Rochester, New York 14610
larry.magguilli@mcwa.com
Phone: 585-442-2000 Fax: 585-442-2686

PROPOSAL PRESENTATION

One (1) original and four (4) copies of the complete proposal must be received by the deadline. The original and all copies must be in a sealed envelope or container stating on the outside: Responding Consultant Name, Address, Telephone Number, RFP for Water Loss Control: Leak Detection for the Monroe County Water Authority.

PROPOSAL CONTENT

1. **Cover Page:** Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the consultant organization submitting the proposal that must include statement that the proposal is submitted in response to the RFP for Water Loss Control: Leak Detection for the Monroe County Water Authority.
2. **Capacity and Team Structure:** State whether the consultant organization(s) can provide all of the services listed in **Section II, Scope of Work**. If the consultant organization(s) are utilizing a team approach, state all members of the consultant team, and the roles of each team member.
3. **Statement of Qualifications:** Responding consultant organizations/firms should provide a Statement of Qualifications that includes the information below:
 - a. General description of the consultant organization(s) or team, including size and length of time in business
 - b. Details of company such as address, phone number, etc.;
 - c. Any subcontractors to be employed;
 - d. A summary of the consultant organizations(s)' or team's background and specific experience on similar projects;
 - e. Examples of completed projects similar in size and scope; and
 - f. Any qualifications not previously described that make the consultant organization(s) or team unique.
4. **References:** Provide three (3) references from other clients, especially public agencies, with whom the consultant organization(s) or team now work or have worked within the last three (3) years and have established contract on a project of this nature or size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.
5. **Proposed Work Plan, Statement of Schedule, and Costs:** The proposal should include the anticipated schedule for activities to be performed hereunder, including a proposed work plan for services to be provided. The schedule should also include provisions for Authority review, revision of draft deliverabilities, and preparation of the final documents
6. **Insurance Requirements:** General and professional liability insurance policies in such amounts as required by the Authority and naming the Authority as additional insured must be submitted by the successful proposing organization.

IV. EVALUATION

- 1. Criteria:** Each responding consultant organization will be evaluated based on the information submitted and on information gathered upon investigation into the responding consultant organization's integrity, reputation, and past performance.

All proposals deemed acceptable by the Authority will be rated, based upon the following criteria:

- Prior experience performing leak detection surveys
- Completeness and quality of proposal
- Experience and Qualifications, especially local and municipal experience
- Proposed Scope of Services, including schedule and cost

The Authority reserves the right to reject any or all proposals, including but not limited to the Authority's sole decision that a bidder is deemed non-responsible. All proposals must include a Project Cost itemization table for the Authority.

V. ADMINSTRATIVE INFORMATION

1. **Issue Date:** The issue date of this RFP is May 4, 2026
2. **Questions and Inquiries:** Questions and inquiries will be accepted by the Authority, but must be submitted **in writing or via email** to the Procurement Officer identified below:

Larry M. Magguilli
Monroe County Water Authority
475 Norris Dr.
Rochester, New York 14610
Email:larry.magguilli@mcwa.com
Phone: 585-442-2000 Fax: 585-442-2686

A summary of all substantive questions and answers will be distributed to all parties receiving the RFP. The closing date for submitting written questions is May 18, 2026 - Noon

3. **Responses:** Responses to all written questions received will be posted on the Authority's website on or before May 20, 2026 .
4. **Closing Date for Proposals:** To be eligible for consideration, all responding consultant organization(s) must submit the following materials:

ONE (1) ORIGINAL, AND FOUR (4) COPIES OF THE PROPOSAL MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE AUTHORITY NO LATER THAN May 29, 2026 - 11AM.

5. **Acceptance Period and Location**

To be considered, Proposers must submit a complete response to this RFP. Proposers not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposal rejected. The Bidder/Offerer Disclosure Form must be completed, signed, and returned with the proposal.

The sealed proposal must be received at the address below on or before May 29, 2026 - 11AM. Proposals must be delivered via a trackable overnight service. No proposals will be accepted via US Mail or via email.

Larry Magguilli
Monroe County Water Authority
475 Norris Dr.
Rochester, New York 14610

There will be no public opening of the submittals. Proposal received after the Proposal Due Date will not be considered, nor will faxed or e-mailed proposals, whenever received. Failure to submit a proposal on time will not be waived by the Authority under any circumstances (e.g., traffic conditions, mail or courier failure, etc.).

6. **Expenses Incurred by Responding Consultant:** The Authority will NOT be responsible for any costs or losses incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal in response to this RFP.

Monroe County Water Authority
REQUEST FOR PRICING:
LEAK DETECTION SURVERY SERVICES

PRICE PROPOSAL FORM

The proposer, in compliance with the invitation for pricing for the LEAK DETECTION SURVEY SERVICES, having examined the scope of work and written specifications, hereby proposes to furnish leak detection services for the following unit price:

MILES OF PIPE	UNIT COST PER MILE	TOTAL
1,800 MINIMUM PER YEAR		

\$

TOTAL: _____
 (Written in words)

Hourly rate for occasional on-call leak detection (limited scope): \$ _____, hour

The above price will remain in effect through the duration of the Contract. The fees for leak detection will be based on per mile of pipe, regardless of pipe diameter or material. All work associated with performing the leak detection and leak pinpointing shall be included in the unit price per mile.

Lowest bid will be based on the total price for 1800 miles, not on the hourly rate for occasional work.

In the event of a discrepancy between submission set for above as a figure and the submission set forth above in words, the written word shall control.

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OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 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: _____

Contract Procurement Number: _____

Date: _____

1. Has any Government 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 § 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, provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

Water Loss Control: Leak Detection

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

By: _____

Date: _____

(Signature of Person Certifying)

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____

(Company Name)

Bidder/Offerer Address: _____

Bidder/Offerer Phone Number: _____