

REQUEST FOR PROPOSALS

For Well & Septic

Inspection & Repair Services

in the

Town of Warrensburg, New York

Responses are due May 21, 2026 at 3:00 p.m.

REQUEST FOR PROPOSALS

The Town of Warrensburg is seeking proposals from firms qualified to perform well and septic inspection and repair services in compliance with current or future state or federally funded community development programs. The selected firm will be expected to work with Town staff, consultants, and grant applicants for a 3-year period. The desired outcome of this request for proposals is the procurement of services in relation to current and future state and federally funded residential housing rehabilitation and mobile home replacement programs that will provide assistance to income eligible town residents.

CONSULTANT SCOPE OF SERVICES

Task 1: Inspection

The Contractor shall perform a comprehensive assessment of the existing well and/or septic system to determine its functionality and compliance with NYS DOH Appendix 75-A and NYS DEC standards.

- Well Systems:
 - Perform a flow/yield test (minimum 2-hour duration).
 - Conduct potability testing for bacteria (Coliform/E. coli), lead, nitrates, and nitrites.
 - Inspect well head for proper casing height, cap integrity, and grading.
- Septic Systems:
 - Conduct a "dye test" or hydraulic load test to verify field absorption.
 - Perform a tank inspection (pumping required to inspect structural integrity of baffles and tank walls).
 - Locate and map the existing distribution box and absorption field.

Task 2: Repair or Replacement

If Phase 1 testing indicates system failure or significant non-compliance, the Contractor shall provide an itemized quote for the following:

- Minor Repairs: Replacement of well pumps, pressure tanks, septic baffles, or distribution boxes.
- Major Replacement: Installation of new NYS DOH-compliant septic tanks or absorption fields (including required perc/deep hole tests).

- Well Decommissioning: Proper abandonment of substandard wells per NYS DEC protocols if a replacement is required.

Responders must use the attached itemized bid sheets separating the cost of inspection from repair. All well work must be performed by a NYS DEC Registered Well Driller and all septic work must be overseen by a contractor experienced in Appendix 75-A.

PROPOSAL SUBMISSION

Proposals must be received by 3:00 pm on May 21, 2026

Each proposal shall contain the following in the order shown:

1. Attached bid sheet completed in full. Missing or partially completed bids will not be considered.
2. General qualifications of the consultant/firm and description of prior experience in relation to the task(s) for which the proposal is being submitted
3. Appendices (at the discretion of the proposer)

The Town reserves the right to accept or reject any and all proposals on grounds that are deemed inappropriate and bear no responsibility for the cost to prepare or submit the proposal response. The Town of Warrensburg is an equal opportunity employer. Minority and women-owned businesses and HUD Section 3 businesses and individuals are encouraged to respond. Firms may respond to one or both tasks.

SELECTION PROCESS

A Review Committee made up of Town staff and/or officials will review and rank proposals. The criteria for consultant selection are: (1) recent experience in provision of the above referenced services for state and federally funded housing rehabilitation programs as described in the RFP, (2) scope of services, and (3) the proposed cost of services. Preference will be given to local firms. The Town may conduct interviews at its discretion. All travel costs associated with the interviews shall be the responsibility of the consultant/firm. Following interviews, the committee will make its recommendation to the Supervisor. This proposal review and interview process is expected to take no longer than one (1) week. Once approved, the consultant/firm will enter into a standard Professional Services contract. Work will begin immediately upon award of announcement.

Emailed proposals will be accepted by Flatley Read, Inc. on behalf of the Town of Warrensburg
at:

grants@flatleyread.com

Any questions regarding this proposal should be addressed to:

Jeromy McFarren
Community Development Director
Flatley Read
518-531-4252

Thank you for your submission.