

**Town of Pound Ridge
Water/Wastewater Task Force**



**Request for Proposals
Engineering Services for
Scotts Corners in Pound Ridge, New York
September 17, 2018**

TABLE OF CONTENTS:

SECTION I TIMETABLE	Page 2
SECTION II PROJECT DESCRIPTION	Page 3
SECTION III THE TECHNICAL REQUEST FOR PROPOSALS	Page 4
SECTION IV FORMAT AND CONTENT OF THE PROPOSAL	Page 8
SECTION V PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES	Page 9
SECTION VI GENERAL INFORMATION TO PROPOSERS	Page 10
Appendices	

SECTION I TIMETABLE

A. Release Date of the Request for Proposals: September 17, 2018

Intent to Apply: Bidders are required to send an email stating their intent to respond along with their full contact information to Ali Boak - deputysupervisor@townofpoundridge.com. Only vendors who submit an “Intent to Apply” e-mail will receive RFP updates, amendments or supplemental information. An “Intent to Apply” does not obligate one to submit a response.

Questions and Requests for Additional Information: All questions and requests for additional information concerning this Request for Proposal (RFP) should be directed to Ali Boak, the Authorized Town of Pound Ridge Contact Person at E-Mail Address: deputysupervisor@townofpoundridge.com. Please note, any notices and addendums will be sent automatically with those vendors who have submitted an “Intent to Apply” or downloaded a copy of the RFP from the Town of Pound Ridge website.

Latest time to submit questions regarding this RFP will be the close of business on October 4, 2018. Responses to questions will be published on the town website and emailed to interested bidders by October 11, 2018.

B. Proposal Due Date and Time and Location:

Date: October 24, 2018

Time: 4:00 P.M.

Location:

Proposal shall be submitted in both hard copy (12 copies) and electronically by the due date and time.

- 1) Twelve (12) hard copies to: Town of Pound Ridge
Town Clerk: Joanne Pace
179 Westchester Avenue
Pound Ridge, New York 10576

2) Electronic Copy to: Ali Boak

deputysupervisor@townofpoundridge.com.

Subject line should read-Name of Applicant-WWW Services.

C. Pre-proposal Meeting:

A pre-proposal meeting will be held at 4:00 PM on September 26, 2018 at the Pound Ridge Town House, 179 Westchester Avenue, Pound Ridge, New York 10576. Attendance is not mandatory but is strongly encouraged. The Task Force members will explain the project and take questions. The questions will be orally answered, however only formally written answers will be considered a part of the RFP. Response to questions should be available by October 11th.

SECTION II PROJECT BACKGROUND

Scotts Corners is the main commercial and retail area of Pound Ridge and has three planned business zones, PB-A, PB-B, and PB-C (see Appendix A). Many of the lots have antiquated wastewater treatment systems that are still in use and have led to health code violations. The present situation is not sustainable, limits any future growth in the Scotts Corners area and, if left unaddressed, will lead to future wastewater treatment systems failures.

This RFP is to develop, for the Town of Pound Ridge, long-term wastewater treatment and disposal solutions for the Scotts Corners Business District.

New wells in Scotts Corners have been required to have extensive filtration systems. There are legacy Methyl tert-Butyl Ether (MTBE) issues in the ground water. Any replacements of the existing septic systems or addition of new wells encounter regulatory issues as the present configuration of septic systems and drinking water wells does not meet regulatory separation requirements.

The Town has studied this problem repeatedly but has not reached a solution. The Town has established a Waste Water Task Force that has reviewed the previous studies and has inventoried the wells and wastewater systems in Scotts Corners. The Waste Water Task Force has also inventoried the properties, determined the usage for the properties, and using established

standards has provided an estimated flow a waste water system would, in the absence of the existing assemblage of septic systems, need to handle. The Town encourages the inclusion of non-traditional approaches given the complexity of the location of the Scotts Corners Business District.

SECTION III THE TECHNICAL REQUEST FOR PROPOSALS

Project Scope

The purpose for this RFP is to find an engineering solution to the water supply and waste water disposal issues in the Scotts Corners business district in Pound Ridge. The RFP is structured in eight parts. The bidder must prepare a scope and price for each task identified below.

Task 1 - Assess the waste water flow requirements for a waste water disposal system.

Task 2 - Identify possible location(s) for waste water disposal.

Task 3 – Provide unit rates for all equipment to assess soils and ground water on selected properties.

Task 4 - Select or prioritize a preliminary design(s) for a comprehensive wastewater solution with a system layout, capital/annual costs, and operating and maintenance budgets.

Task 5 - Develop a preliminary design for comprehensive water supply for Scotts Corners.

Task 6 - Attend meetings including progress meetings and presentations to the public and Town Board.

Task 7 – Prepare a Final Report that can be included in Town’s grant submissions to State / County agencies.

Task 8 – Assist in the identification of funding sources, analysis of municipal financing alternatives, and user / usage fee structures as part of an implementation plan. This section is considered an add alternate and may not be utilized.

Task 1. Assess waste water flow requirements for a Scotts Corners waste water disposal system

A Review the existing data compiled by the Pound Ridge Waste Water Task Force (WWTF) enclosed as Appendix B.

1. Include potential development that might occur under the current zoning rules.

2. Utilize Westchester County Department of Health (WC DOH) data on the existing septic system already collected by the Town.
 3. Utilize well data collected by the WWTF.
 4. Utilize town GIS files, and tax maps, to identify potential properties that might be utilized for a waste water system.
- B Identify any data gaps and acquire any other data that will ensure that the engineering study meets the requirements for grant applications and funding from agencies.

Task 2. Identify possible location(s) for waste water disposal

In concert with Town officials and considering the possible technical solutions to the waste water problem, determine locations/properties for waste water disposal. Town officials will handle permissions and access to the properties selected for assessment. This task should include all the required soils analysis for a waste water disposal system. Include in the analysis a ground water mounding assessment for the potential selected site. The analysis of the data is under Task 2.

Task 3. Provide unit rates for all equipment to assess soils and ground water on selected properties (geotechnical testing)

Mobilize equipment to the selected site(s) to perform the tests needed to determine the required ground characteristics. Multiple sites may be included in one day. Include demobilization in your price proposal. The Pricing Unit is 1 day.

Task 4. Select or prioritize a preliminary design(s) for a comprehensive wastewater solution with a system layout, capital/annual costs, and operating and maintenance budgets.

Using the data from Task 1 and Task 2, and the existing configuration of the Scotts Corners water and wastewater systems, identify and rank wastewater system solutions including disposal location(s) that will enable the Scotts Corners business district to evolve unencumbered by wastewater constraints. The solutions may include a standalone system to ultimately replace the existing systems, a system that would augment the existing systems, a decentralized system, or some other solution. Among the technical considerations to be included are:

1. Levels of treatment should be included for each stage of the treatment process.
2. The specifics of the conveyance of flows from collection to disposal.

- a. New facilities would be required;
- b. Location of facilities;
- c. Maintenance and operating costs of the system;
- d. Define all applicable wastewater treatment options available and allowed by all authorities having jurisdiction;
- e. A description of the system options with their major components and all key features i.e. land area required, pumps, power, etc.;
- f. Impact of climate change must be included in the evaluation; and
- g. Local, state, and federal permit requirements.

Task 5. Develop a preliminary design for comprehensive water supply for Scotts Corners

Develop a conceptual water supply system for Scotts Corners. Include:

1. Volume of potable water required;
2. Sources for potable water;
3. Transmission facilities, pump houses, distribution pipe lines, number of connections;
4. Capital costs;
5. Operational costs; and
6. Regulatory requirements for a water district.

Task 6. Attend meetings including progress meetings and presentations to the public and Town Board

It is anticipated that two (2) public meetings will be required including one at the beginning of the project and one to present the recommended solution. It is anticipated that regular meetings will be conducted between the project manager and the Wastewater Task Force to keep the Town Board abreast of the project progress and identify issues as they may arise. After the initial meeting, a conference call may be an acceptable approach.

Task 7. Prepare a Final Report that can be included in Town's grant submissions to State / County agencies

Preparation of a final report incorporating the following to be consistent with requirements by NYSDEC, NYS EFC, CWSRF, and other funding sources:

1. Site Background

2. Ownership and Service Area
3. Current Conditions and Existing Facilities
4. Problem Definition
5. Alternatives Analysis
 - a. Proposed design
 - b. Impact on current configuration
 - c. Map and schematics
 - d. Land requirements
 - e. Environmental impacts and mitigation
 - f. Seasonal challenges
 - g. Permit requirement
 - h. Water and energy efficiency measures if applicable
 - i. Storm and flood resiliency
 - j. Constructability and schedule
6. Non-monetary issues
7. Summary and Comparison of alternatives
8. Recommended alternative
 - a. Basis of selection
 - b. Cost estimate
 - c. Project schedule
 - d. Next steps

All the data and analysis prepared during the project must be presented in the final report.

Task 8. Assist in the identification of funding sources, analysis of municipal financing alternatives, and user / usage fee structures as part of an implementation plan. This section is considered an add alternate and may not be utilized.

Identification of County, State, or Federal funding available to support the deployment of the recommended solution, and analysis of municipal financing alternatives and user / usage fee structures that could be used to support an implemented solution.

SECTION IV FORMAT AND CONTENT OF THE PROPOSAL

A sealed proposal plainly marked “Engineering Services for Scotts Corners, New York” on the outside of the envelope, addressed to Deputy Supervisor, Town of Pound Ridge New York 10576 will be accepted until 4:00 PM October 24th, 2018. Twelve (12) paper copies of the proposal are required to be submitted. Proposers should provide all information required in the format described below. The proposal must include two parts: a technical proposal and a price proposal. The price proposal must be in a separate inner sealed document from the technical proposal. The proposals must be typed on 8½-inch by 11-inch white paper using 12-point font. The proposals should be bound, paginated, and each section easily identified as outlined in this RFP. Proposal will be evaluated based on its content, not volume.

The proposal must include the following information:

1. Firm Experience: The firm or its engineers must be licensed to provide engineering services in the State of New York. Provide a general description of the firm, including years in business, areas of specialization, and office location(s). Describe relevant experience with collection and treatment systems for small communities. Describe past projects in detail, including the scope, duration of the design and approval process, engineer’s cost estimate and actual cost. Provide the same information for relevant experience with projects approved by WC DOH and New York State Department of Environmental Conservation (NYS DEC). Include client contact information / references for all projects.

2. Project Team: List each member of the proposed project team along with their: a) Area of specialization; b) Office location; c) Years of experience; d) Years with current firm; e) Specific involvement/role in projects used as references. One member of the project team must be designated as the Project Manager, who will act as the primary client contact and who shall be involved in day to day management of the Project. All resumes shall be included and should be limited to a maximum of two pages per team member if possible. Resumes must identify experience pertinent to this project scope.

3. Project Understanding and Approach: Engineering firms shall state in succinct terms their understanding of what is required by this RFP. Describe in narrative or outline form the engineering firm’s approach and technical plan for accomplishing the work of this RFP including

the following: a) Describe the sequential tasks to be used to accomplish this project; b) Indicate all key deliverables; c) Describe the responsibilities of each person on the project team; d) List the portion of the work to be subcontracted; e) Include a list of information required or tasks to be completed by the Town.

4. Project Schedule: Provide a schedule for completing each task identified in this RFP, including deadlines for preparing project deliverables.

5. Project Cost: Submit a proposed project cost in table format, including work hours by employee category per task, coordinated with the anticipated deliverables to complete the work. The cost proposal must be comprehensive and inclusive of the total effort to complete the services identified in this RFP. The cost proposal must be divided into two parts: a) A fixed price for each Task (including the add alternate task, Task 8) and a unit price for Task 3.

5. Contract Terms: Provide a proposed professional service contract for the Town to consider. **Minimum contract terms and insurance requirements are attached as Appendix C.**

6. There are no MBE/WBE requirements for this project.

SECTION V PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

Proposal Evaluation Criteria

Proposals will be evaluated based on the following:

Demonstrated Relevant Experience (weight 20 percent)

Organizational Capability (weight 20 percent)

Quality of Technical Approach, including schedule (weight 40 percent)

Quality of Cost Proposal (weight 20 percent).

The town reserves the right to purchase engineering services for any individual task or all tasks outlined in this RFP if determined to be in the best interest of the town.

SECTION VI GENERAL INFORMATION TO PROPOSERS

The Existing Conditions Report and the information developed to prepare that report are available to the proposers as appendices to this RFP. This information is for the proposers use only and will not be part of the contract.

Appendices:

Appendix A: Map of the Scotts Corners Business District

Appendix B: WWTF Baseline Report with appendices

Appendix C: Minimum contract information and insurance requirements