

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



**Request for Proposals  
Engineering Services for  
Scotts Corners in Pound Ridge, New York  
March 12, 2021**

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**Appendices**

## SECTION I TIMETABLE

A.

**Release Date of the Request for Proposals: March 15, 2020**

**Intent to Apply:** Applicants are required to send an email stating their intent to apply along with their full contact information to Erin Trostle – [townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)

Only applicants who submit an “Intent to Apply” e-mail will receive Request for Proposals (RFP) updates, amendments or supplemental information. An “Intent to Apply” does not in any way obligate one to submit an application.

**Questions and Requests for Additional Information:** All questions and requests for additional information concerning this RFP should be directed to Erin Trostle, the Authorized Town of Pound Ridge Contact Person at E-Mail Address: [townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)

Please note, any additional information shared with one applicant will be shared with all who have sent an “Intent to Apply.”

Latest time to submit questions regarding this RFP will be the close of business March 25, 2021.

Responses to questions will be sent to the applicants by March 29, 2021.

B.

A required site visit to the proposed wastewater disposal site on Old Pound Rd. is required March 23, 2021 at 11:00 AM, at the driveway of 7 Old Pound Rd., Pound Ridge.

A visit to the Scotts Corners area to see the proposed water and wastewater district areas is required at March 23, 2021 at 12:00 PM at the Pound Ridge Fire Dept.

**Proposal Due Date and Time and Location:**

**Date: April 9, 2021**

**Extended to April 16, 2021                      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

Attention: Town Clerk--Scotts Corners Wastewater and Water  
Services Proposal  
179 Westchester Avenue  
Pound Ridge, New York 10576

2) Electronic Copy to: Erin Trostle

[townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)

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

**C.**

**Preproposal Meeting:**

A preproposal meeting will be held at **10:00 AM on March 23, 2021** at 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 verbally answered, but formal written answers will be sent to all attendees within ten (10) days of the preproposal meeting as an addendum to this Request for Proposals.

**SECTION II PROJECT BACKGROUND**

Scotts Corners is the main commercial and retail area of Pound Ridge and has three 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. The present situation is unsustainable, 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 further the development of long-term wastewater treatment and disposal, and potable water supply solutions for the Scotts Corners Business Districts in the Town of Pound Ridge.

New wells in Scotts Corners have been required to have extensive filtration systems. Any replacements of the existing septic systems or addition of new wells encounter regulatory issues

because the present configuration of septic systems and drinking water wells do not meet regulatory separation requirements.

The Town has studied two wastewater disposal locations but the recent acquisition of the Old Pound Rd. property has changed the likely solution to the wastewater disposal solution. The Town has established a Wastewater Task Force that has reviewed the previous studies and has inventoried the wells and wastewater systems in Scotts Corners. The Wastewater Task Force has also inventoried the properties, determined the usage for the properties, and using established standards has provided an estimated flow a wastewater system would need to handle, in the absence of the existing assemblage of septic systems.

The Scotts Corners, Pound Ridge, NY Wastewater Management & Water Supply Engineering Plan report forms the basis of the pre-Old Pound Rd. wastewater analysis, and proposers should be thoroughly familiar with the report as well as all of the reports in the Appendices.

### **SECTION III THE TECHNICAL REQUEST FOR PROPOSALS**

#### **Project Scope**

The purpose of this RFP is to provide consulting services to the Town of Pound Ridge to update the engineering reports for wastewater disposal and for water supply, provide a map, plan, and report to support district(s) formation, perform a State Environmental Quality Review Act (SEQRA) analysis, and support water and wastewater district formation.

In addition, the consultant shall develop grant strategies to identify grants and prepare grant applications as requested.

The RFP is structured into nine Tasks. The consultant must prepare a scope and price for each task and subtask.

**Task 1            Update and Complete the Preliminary Engineering Report for Wastewater - Lump Sum (LS)**

1. Update the Scotts Corners, Pound Ridge, NY Wastewater Management & Water Supply Engineering Plan report with soils and groundwater data from Old Pound Road property.
2. Prepare and deliver to the Town the updated report.
3. Confirm selection of Old Pound Rd site as the selected treated wastewater disposal site with all the requisite analyses to support the selection.
4. Review Scotts Corners, Pound Ridge, NY Wastewater Management & Water Supply Engineering Plan EDU computations.
5. Obtain ground water elevations on Old Pound Road property to support mounding analysis and wastewater disposal engineering.
6. Review geologic data in soil borings to support ground water mounding modelling.
7. Perform ground water modelling.
8. Provide and detail test pits as needed.
9. Provide and detail percolation tests as needed.
10. Provide and detail borings or wells if needed.
11. Ensure the Preliminary Engineering Report meets Clean Water State Revolving Fund (CWSRF), New York State Environmental Facilities Corporation (NYS EFC) and New York State Department of Environmental Conservation (NYS DEC) requirements and will support grant and loan applications.
12. All the data and analysis prepared during the project must be turned over to the Town.

## **Task 2        Prepare Map and Plan Report for Wastewater District (LS)**

1. Prepare Map and Plan Report for Sewer District.
2. Identify the boundaries and components of the wastewater district for the map, plan and report.
3. Evaluate proposed and alternative collection systems including potential cost savings associated with the alternative collection systems.
4. Recommend level of treatment required per regulatory agencies and preferred level for this project, if different.
5. Identify and evaluate alternative treatment systems including level of treatment.
6. Recommend final collection and treatment systems for the wastewater district.
7. Develop operation and maintenance costs for the collection and treatment systems.
8. Develop capital costs for collection and treatment systems.
9. Develop schedule for wastewater system debt repayment.
10. Prepare annual user cost estimates including scenarios for differing levels of debt and tax bases.
11. Prepare schedule that includes all steps from Preliminary Design Report, through all process administrative processes, construction and start up (implementation plan).

## **Task 3A        SEQRA Wastewater and Water Districts (LS)**

1. Prepare the long Environmental Assessment Form and including but not limited to Parts 1, 2, and 3.

2. Prepare supplemental studies for potential impacts from construction, changes in groundwater flow (both at the Old Pound Road site and in Scotts Corners area) and on cultural and archaeological resources.
3. Revise documents after one round of client comments.
4. Incorporate supplemental studies prepared by the Town of Pound Ridge in the SEQRA documentation.
5. Submit documents to support SEQRA procedures including conditional negative declaration.
6. Attend one public hearing for the SEQRA review.

Task 3B (Unit Price)

1. Revise documents based on agency and public comments.

**Task 4 Prepare Map and Plan Report for Water Supply (LS)**

1. Assess and update the Scotts Corners, Pound Ridge, NY Wastewater Management & Water Supply Engineering Plan report for the Water Supply to Scotts Corners.
2. Identify demand and types of water use for a water supply district, residential, restaurant, fire department, commercial etc.
3. Identify transmission facilities, pump houses, distribution pipelines, number of connections.
4. Identify the boundaries and components of the water district for the map, plan and report.
5. Develop operation and maintenance costs for the water distribution.
6. Develop capital costs for the water treatment system.
7. Develop schedule for water system debt repayment.
8. Prepare annual user cost estimates including scenarios for differing levels of debt and tax bases.
9. Identify regulatory requirements for the water district.
10. Support Town of Pound Ridge in interactions with Aquarian Water Company.
11. Create implementation schedule from the present to the startup of the water system.

**Task 5 Meetings for both Water and Wastewater District Implementation (Unit Price)**

The number of meetings is identified in parentheses on each line. Use number of meetings specified for basis of bid, Town will pay for additional meetings over and above specified number at the same rate if necessary. Meetings of the same type may be utilized for either water or wastewater.

1. Kickoff meetings to review project (work done to date and direction for the future), scope of services, and schedule (2).
2. Meetings with regulatory agencies for approval of conceptual/preliminary design (4).  
Note: The Town is to be included in all communications with regulatory agencies.
3. Interim meetings to review engineering report progress (4)
4. Meeting with Town/Committee to review final draft of engineering report and map and plan reports (4)
5. Meeting with Town Board to present final reports (2)
6. Meetings to inform the public of the proposed project, annual and capital costs (2).

### **Task 6 Grant/Loan Identification and Support (Unit Price)**

1. Develop a comprehensive funding strategy for the Town including identifying grants/loans and other funding opportunities and preparing a timeline for proposal development and applications.
2. Facilitate introductions with key funders especially those requiring advance registration or participation on a list or other pre-application process. Assist the Town with the preparation of grant/loan applications for Town including support to ensure a successful application.
3. Review applications for grant/loan completed by the Town.
4. File project Listing Form and Smart Growth Assessment Form.

Please note: The Town reserves the right to apply for grants/loans unsupported by the consultant, but the Town will inform the consultant of grants that have been applied for.

### **Task 7 District Formations for Wastewater and Water (LS)**

1. Assist Town counsel in the preparation of required resolutions for water and wastewater district formation.
2. Prepare meeting materials for both district formation, public meetings and hearings
3. Attend public hearing and provide a summary review of the proposed project and project costs.

### **Task 8 Prepare and Implement Public Outreach Program for Wastewater and Water (LS)**

1. Prepare a public outreach strategy to address scope of project, design of project, community and economic impact, etc., including program and timeline and work collaboratively with the Town to revise and implement.
2. Prepare the necessary brochures, newsletter, and other materials (including social media) for public distribution.
3. Attend up to four public meetings.
4. Advise the Town in addressing any questions, concerns or community opposition.

## **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 Town Clerk, Town of Pound Ridge New York 10576 will be accepted until **4:00 PM on April 9, 2021**. Twelve 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 contained in a separate bound document and sealed in an inner envelope from the technical proposal. The proposals must be typed on 8½-inch by 11-inch white paper using 12 point font. The proposals must be bound and paginated tabulated for each section. The page limit for the Technical Proposal is ten (10) pages. This page limit and paper size does not apply to schedules, resumes, organization charts, or schematics. The proposal will be evaluated based on its content, not length

The proposal shall 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 the projects in detail, including the scope, duration the design and approval process, engineer's cost estimate and actual cost. Provide the same information for relevant experience with projects approved by Westchester County Department of Health (WC DOH) and New York State Department of Environmental Conservation (NYS DEC). Include client contact information 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 limited to a maximum of two pages per team member. Resumes 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 in the Technical Request for Proposals, including deadlines for preparing project deliverables.

**5. Project Cost:** Provide a proposed project cost in table format, including work hours by employee category per task, coordinated with the anticipated list of tasks to complete the work. The cost proposal shall be comprehensive and inclusive of the total effort to complete the project. The cost proposal must be divided into two parts: a) A fixed price for each Task and a unit price for Tasks 3B, 5 and 6.

**5. Contract Terms:** Provide a proposed professional service contract for the Town's review. **Minimum contract terms and insurance requirements are attached as Appendix B.**

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

## **SECTION V PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **Proposal Evaluation Criteria:**

Technical proposals will be evaluated based on the following:

Demonstrated Relevant Experience (weight 30 percent)

Organizational Capability (weight 20 percent)

Quality of Technical Approach, including schedule (weight 30 percent)

Quality of Cost Proposal (weight 20 percent).

## SECTION VI GENERAL INFORMATION TO PROPOSERS

Appendices included in this document

Appendix A: Map of the Scotts Corners Business District

Appendix B: Minimum contract information and insurance requirements

The following reports are available to the proposers at the following web site:

[www.townofpoundridge.com](http://www.townofpoundridge.com) This information is for the proposers use only and will not be part of the contract.

1. WWTF Baseline Report with appendices
2. Includes A:Historical Wastewater Reports
3. Appendix B: Historical Potable Water Reports
4. Appendix C: Westchester County Health Department
5. Appendix D: Flow Estimate Details
6. Appendix E: Photos of current conditions
7. Scotts Corners Scotts Corners, Pound Ridge, NY Wastewater Management & Water Supply Engineering Plan

<https://www.townofpoundridge.com/boardsandcommissions/wastewater-management-water-supply-engineering-plan>

- a. Old Pound Road Parcels - Evaluation for Effluent Disposal
- b. Alpha Lab, Soils Sieve reports