



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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Telephone (518) 873-3426 · Fax (518) 873-3751

Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders / Respondents

FROM: Rob Wick, PMP Project Mgr

DATE: February 28th, 2019

SUBJECT: Addendum #2 Elizabethtown Drinking Water Plant Upgrades Engineering RFP

- 1. Pre-Bid / Pre-Proposal Meeting Minutes and Questions/Answers (see attached).**
- 2. Inclusion of drawings previously missing from Appendix B-3.**

END OF ADDENDUM # 2

- **BACKGROUND:**

The Town of Elizabethtown owns and operates the Elizabethtown Water District water supply, treatment and distribution system. The water source includes two artesian wells that are located near the intersection of Route 9N and Scrabble Hollow Road. The water is piped to the treatment building that is located on the north side of NYS Route 9N approximately two miles west of the town center where it is chlorinated with sodium hypochlorite and then goes to a storage tank and then into the distribution system.

On January 16, 2019, the Saranac Lake District Office of the NYS Department of Health issued an inspection report (provided in **Appendix B-2**). Additionally, the DOH issued an Administrative Tribunal enforcement action (AT-10) for significant deficiencies in the water system. Based on the inspection report and the AT-10, the Town of Elizabethtown must develop a project to address the significant deficiencies identified in the inspection report. The goal of this project is to develop a Water System Improvement Project to upgrade the Elizabethtown WD water system that addresses the deficiencies in the inspection report. It is expected that the project can be funded through the Drinking Water State Revolving Fund (DWSRF) program administered through New York State Environmental Facilities Corporation (NYS EFC). A limited preliminary engineering evaluation of the Elizabethtown water system was conducted by the Essex County DPW to develop a minimum scope of work for this proposed project; County DPW documentation for this project is also provided in **Appendix B-1**.

Due to the aggressive nature of the Project Schedule, as defined by the DOH Order, this scope is much more inclusive than it normally would be at this stage of a treatment works capital project. To assist all respondents in providing an equivalent measure of their approach and cost, we stated in the RFP that all consultants should utilize the previous engineering reports as a basis for proposals.

RFP Excerpt from Page 7:

“Previous water system reports are included in Appendix B-3 for Respondents to utilize as a common basis for project assumptions such that all respondents can propose similar elements for Technical and Cost proposal, which should include all phases of project design & construction.”

To be clear, the selected firm will need to produce their own Basis of Design per the **6/10/19** deliverable deadline.

PRE-PROPOSAL MEETING MINUTES 2/28/19

- **SCHEDULE:**

- On or before **February 15, 2019**: The Town shall submit a detailed Scope of Work to address the deficiencies identified at the water system to the Saranac Lake District Office of the DOH for our review and approval.
- On or before **March 1, 2019**: The Town shall send out a Request for Proposals for qualified engineering firms to design water plant upgrades (including source upgrades), prepare construction plans and specifications, and develop a funding application, based on the detailed DOH-approved Scope of Work.
- On or before **April 1, 2019**: The Town shall hire a consulting engineering firm to design upgrades to the water plant, including the water source, prepare construction plans, technical specifications, and contract documents, and prepare a funding application.
 - *Clarification: Consultants will assist ECCR in technical preparation of funding applications; not be solely responsible for grant applications.*
- On or before **May 15, 2019**: The Town shall submit a DWSRF Listing Form for a Project to address, at a minimum, all the deficiencies listed in this AT-10. The Listing Form should be submitted to the New York State Department of Health, Bureau of Water Supply Protection.
- On or before **June 10, 2019**: The Town shall submit a Basis of Design report and application for DWSRF/NYS Water Infrastructure Improvement Act funding.
- On or before **June 30, 2019**: The Town shall replace or modify the 300 gpm pump in the primary well so that the pumping rate does not exceed the safe yield of the well.
- On or before **December 31, 2019**: The Town shall submit final engineering plans and specifications to the DOH for review and approval.
- On or before **December 31, 2020**: The Town shall complete construction of the Elizabethtown WD water supply and treatment plant upgrades, in accordance with the approved plans.

PRE-PROPOSAL MEETING MINUTES 2/28/19

- **SCOPE:**

- **General Requirements – (Tasks 1 -4)**

- The consultant shall participate in public meetings, pre-bid meetings, pre-construction and job meetings and distribution of meeting minutes to the Town and Essex County.
- Monthly progress meetings with the Town, County and the DOH are anticipated during the planning portion of this project.
- The consultant shall maintain and produce a project schedule in Gantt Format.
- The consultant shall work with the Essex County Office of Community Resources to develop a funding application for this project.
- Essex County will develop all funding applications, funding compliance oversight, act as Minority Business Officer (MBO) and provide finance consultation with the Town with technical input from the consultant.
- The consultant will be responsible for any technical information required for project development and permitting purposes.
- The consultant shall additionally coordinate with regulatory & funding program representatives as requested for review and approval of the bid package and any compliance measures.

- **Field Investigations – (Task 5, 19 - 21)**

- The consultant shall conduct such field work they deem necessary to obtain the required information to properly design the water system upgrades. This work may include, but not be limited to surveying, geotechnical/hydrogeological studies, and evaluation of all system components.
- All data collected during this Task shall be a separate deliverable to the Town in a hard copy and digital format (.shp file, .pdf, etc.).

- **Basis of Design Report & Preliminary Design – (Tasks 6 & 7)**

- The consultant shall prepare a Facilities Planning Report, provide recommendations for system design, prepare preliminary plans for the system upgrade, and develop a Basis of Design Report, in accordance with DWSRF guidelines.
- Once the Basis of Design Report is approved by the Town and County, it will be submitted to the DOH for review and approval.

- **Final Design of Water Treatment System Upgrades – (Tasks 8 & 9)**

- Once the Basis of Design Report has been approved and funding has been secured for the project, the consultant will provide detailed design plans, specifications, and contract documents for the project.
- The design of the facilities shall be in conformance with 10-State Standards and approved by the NYS Department of Health and Department of Environmental conservation.

PRE-PROPOSAL MEETING MINUTES 2/28/19

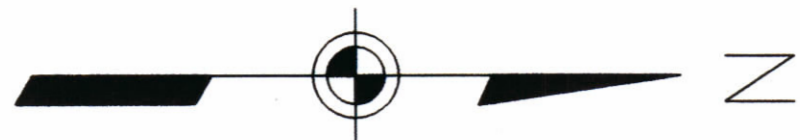
- **Bidding Assistance – (Tasks 10 – 12)**
 - The consultant shall provide bidding assistance for this project including providing copies and plans and specifications to be distributed to contractors, attending a pre-bid meeting, issuing minutes for the pre-bid meeting, answering contractor questions, issuing addenda, as necessary, reviewing the bids, and making recommendations to the Town.

- **Construction Administration & Management – (Tasks 13 –18)**
 - The consultant shall provide construction management services including, but not limited to, the following:
 - Issuing a Notice to Proceed (NTP).
 - Reviewing and approving all Submittals, shop drawings and substitutions, as necessary.
 - Reviewing and making recommendations to the Town for any requested Change Orders
 - Reviewing and certify contractor invoices and making recommendations to the Town for payment.
 - Review and certify contractor Certified Payrolls.
 - Providing adequate construction observations services to ensure proper construction of the project (Please provide estimate construction period and number of hours construction inspector will be on-site)
 - Review of the final work and development of and punch list
 - Provide a letter of construction compliance at the end of the project.
 - Provide NYS DOH compliant Operations and Maintenance Manuals for the project.
 - The consultant shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of the NYS DOH, NYS DEC and any other regulatory agencies as required.
 - Additionally, the consultant shall work to meet all MBE, WBE, and Section 3 participation requirements and goals, as required for funding compliance. Davis-Bacon prevailing wage rate documentation is required for this project, as determined by DOL, and must be included with the bidding documents.

PRE-PROPOSAL MEETING MINUTES 2/28/19

- **QUESTIONS & ANSWERS FROM MEETING:**

1. **Q: To clarify, is the respondent required to provide an estimate of RPR time, or do we follow the “120-day” term?**
 - a. **A:** For the purposes of common Cost Estimates for RPR duration, use the 12-day term for RPR time.
2. **Q: Is the Basis of Design to be limited to the Water Treatment Plant or the entire system?**
 - a. **A:** While the Town does require a system-wide evaluation, the DOH constraint dates in the Order require the Basis of Design Report to at a minimum answer the deficiencies at the Plant. At this time, and for the purposes of addressing the DOH requirements, Respondents should focus their proposals on just the plant. During the Pre-Proposal meeting, it was stated that Respondents should look to address the entire system; disregard this statement, as the Town and County will likely apply for a Preliminary Engineering Report Grant through DOH later this year to assist with the remainder of the system investigation.
3. **Q: Will the engineering firm be entirely responsible for environmental permitting?**
 - a. **A:** No. The selected firm will work collaboratively with the County Community Resources Office for filing environmental permitting for the project. Respondents should plan on including 60% of the estimated labor for the purposes of any required permits to ensure enough time is included for providing technical information for all required permits.



NEW GROUNDWATER SOURCE

EXISTING GROUNDWATER SOURCE

ELEV. 875'

LEGEND

- EXISTING WATER MAINS WITH DIAMETER OF 2-INCH OR LESS
- EXISTING 6-INCH DIAMETER WATER MAIN
- EXISTING 8-INCH DIAMETER WATER MAIN
- PROPOSED 6-INCH DIAMETER RAW WATER MAIN - PHASE I IMPROVEMENTS
- PROPOSED 8-INCH DIAMETER WATER MAIN - PHASE I IMPROVEMENTS
- PROPOSED 10-INCH DIAMETER WATER MAIN - PHASE I IMPROVEMENTS
- PROPOSED 8-INCH DIAMETER WATER MAIN - PHASE II IMPROVEMENTS
- PROPOSED 10-INCH DIAMETER WATER MAIN - PHASE II IMPROVEMENTS

COBBLE HILL RD
(MILKENNY RD)

EXISTING 130,000 GALLON RESERVOIR
(OVERFLOW - APPROX. 785 FEET USGS)

PROPOSED 350,000 GALLON WATER STORAGE TANK
(OVERFLOW - APPROX. 813 FEET USGS)

ELEV. 720'

ELEV. 625'

BOQUET RIVER

WATER DISTRICT NO. 2

WATER DISTRICT NO. 2

WATER DISTRICT NO. 3

ELEV. 690'

ELEV. 525'

ELEV. 580'

BARTON BROOK

CROSS ROAD

FLUERY

ELIZABETHTOWN RD

ELIZABETHTOWN RD

05/01/10/17 WATER-DISTRICTS.DWG 1=1 4/2/02 REV D

NO.	DATE	DESCRIPTION	CHECKED BY:
1	04/03/02	PUBLIC INFORMATION	JTM
0	05/11/01	PUBLIC INFORMATION	CJD
REVISIONS			

DRAWN BY: JTM
 PROJ. ENGR.: JTM
 PROJ. MNGR.: CJD
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JOB No. 011101

ELIZABETHTOWN

TOWN OF ELIZABETHTOWN
 WATER SYSTEM IMPROVEMENTS

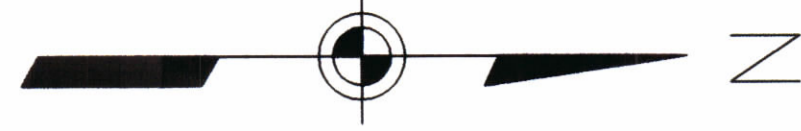
ESSEX COUNTY, NEW YORK

PROPOSED WATER SYSTEM IMPROVEMENTS

Scale: 1" = 500'

Date: 05/01

DWG. 3 OF 3

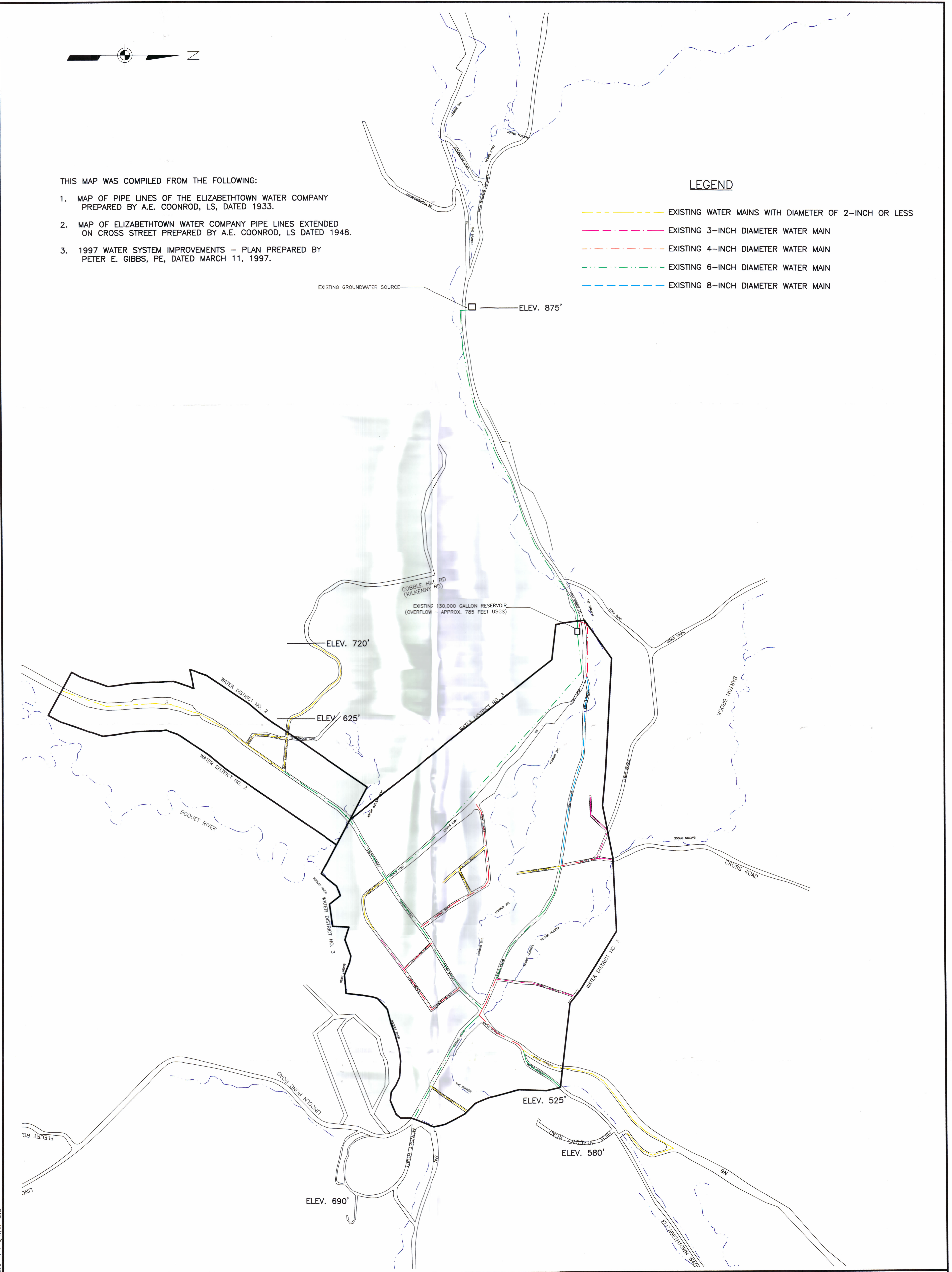


THIS MAP WAS COMPILED FROM THE FOLLOWING:

1. MAP OF PIPE LINES OF THE ELIZABETHTOWN WATER COMPANY PREPARED BY A.E. COONROD, LS, DATED 1933.
2. MAP OF ELIZABETHTOWN WATER COMPANY PIPE LINES EXTENDED ON CROSS STREET PREPARED BY A.E. COONROD, LS DATED 1948.
3. 1997 WATER SYSTEM IMPROVEMENTS - PLAN PREPARED BY PETER E. GIBBS, PE, DATED MARCH 11, 1997.

LEGEND

- EXISTING WATER MAINS WITH DIAMETER OF 2-INCH OR LESS
- - - EXISTING 3-INCH DIAMETER WATER MAIN
- - - EXISTING 4-INCH DIAMETER WATER MAIN
- - - EXISTING 6-INCH DIAMETER WATER MAIN
- - - EXISTING 8-INCH DIAMETER WATER MAIN



05/11/01
 DATE
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 NO

NO	DATE	DESCRIPTION
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1		REVISIONS

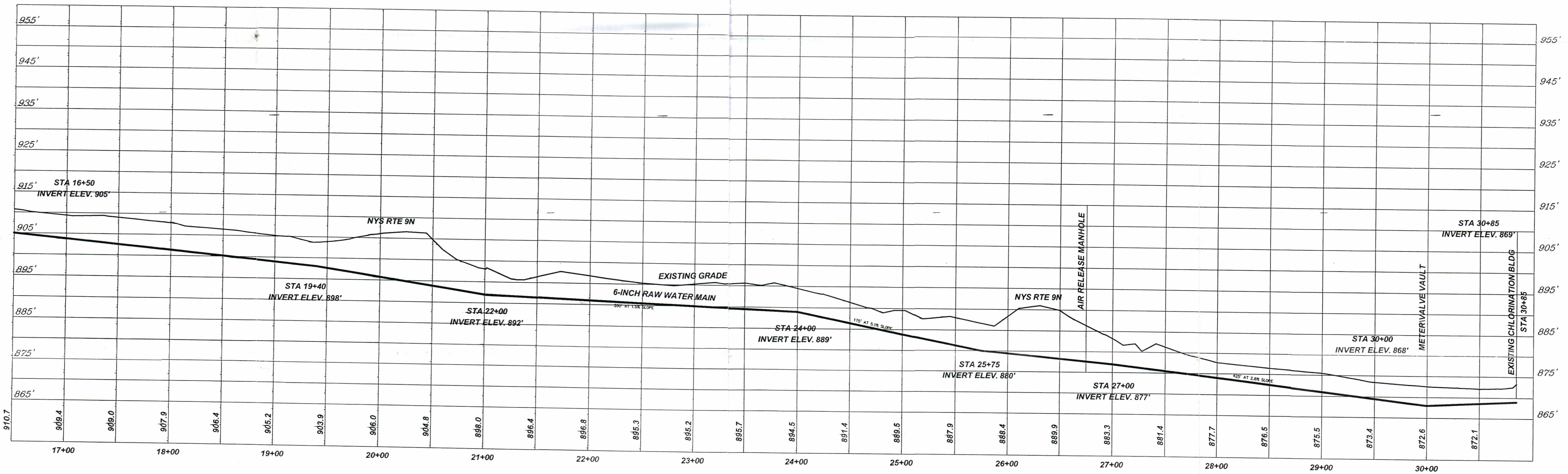
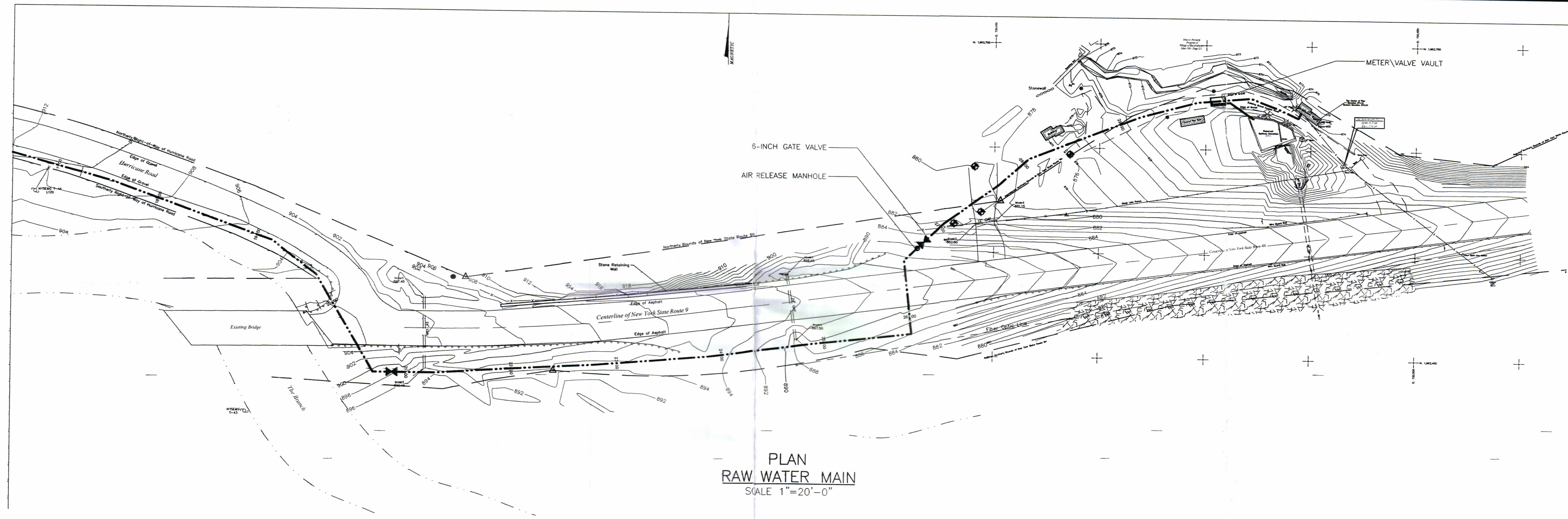
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 PROJ. MNGR.: CJD
 CHECKED BY: CJD

Dodson & Associate
 Consulting Engineers, PLLC

TOWN OF ELIZABETHTOWN
 WATER SYSTEM IMPROVEMENTS
 ELIZABETHTOWN
 ESSEX COUNTY, NEW YORK

EXISTING WATER SYSTEM	
Scale: 1" = 500'	Date: 05/01
DWG. 2 OF 3	

JOB No. 011101



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WARNING
IT IS A VIOLATION OF SECTION 7209, SUBDIVISION 2, OF THE NEW YORK STATE EDUCATION LAW FOR ANY PERSON, OTHER THAN WHOSE SEAL APPEARS ON THIS DRAWING, TO ALTER IN ANY WAY AN ITEM ON THIS DRAWING. IF AN ITEM IS ALTERED, THE ALTERING ENGINEER SHALL AFFIX TO THE ITEM HIS SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS SIGNATURE AND THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

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PROJ. MNGR.:	CJD
CHECKED BY:	CJD

PROJECT SUPERVISOR	
PROJECT MANAGER	



JOB No. 011101

WATER SYSTEM IMPROVEMENTS
CONTRACT NO. 1 - WATER SOURCE
& DISTRIBUTION MAINS

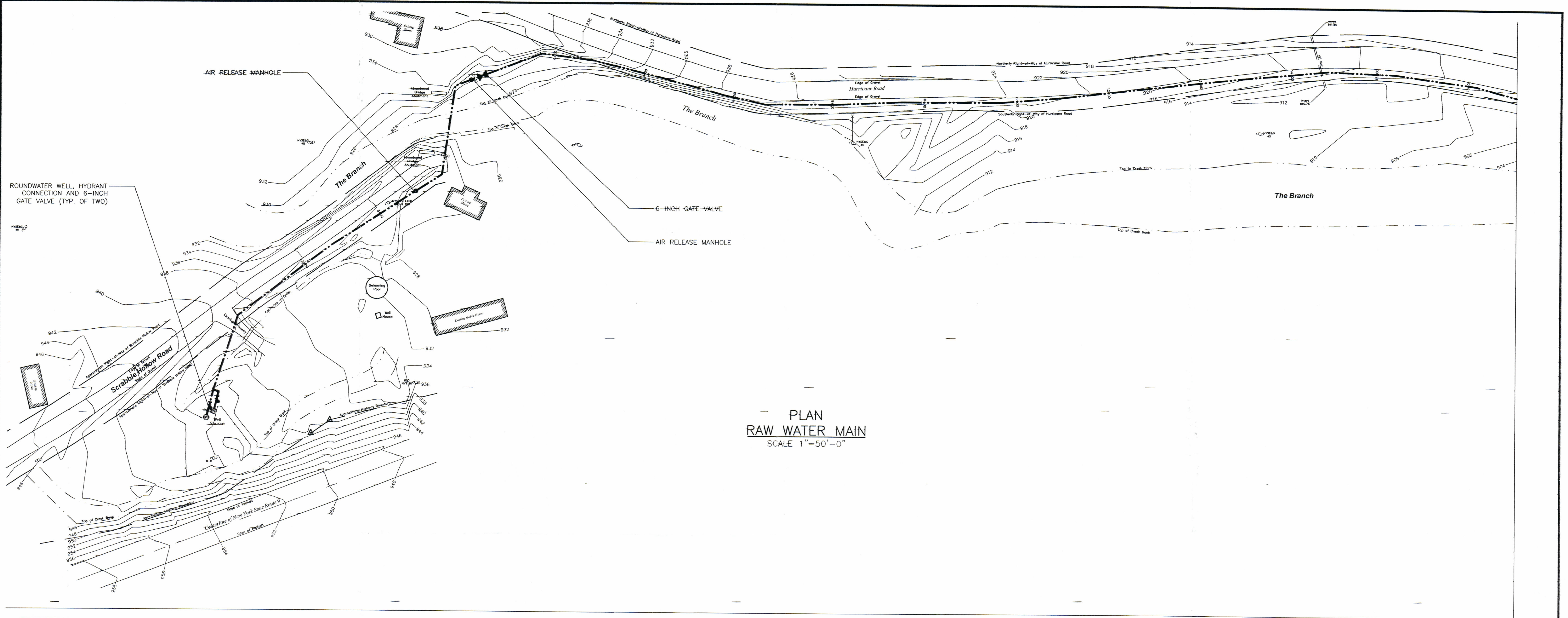
TOWN OF ELIZABETHTOWN

RAW WATER MAIN
PLAN & PROFILE

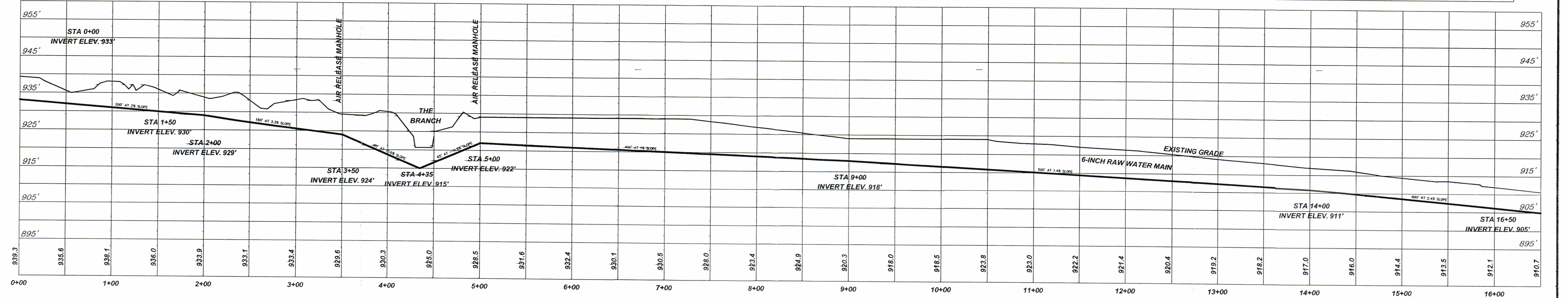
ESSEX COUNTY, NY

Scale: AS SHOWN Date: 01/02

DWG. C-6A



PLAN
RAW WATER MAIN
SCALE 1"=50'-0"



PROFILE
RAW WATER MAIN

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NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION

REVISIONS

DRAWN BY: JTM	PROJECT SUPERVISOR
PROJ. ENGR.: JTM	
PROJ. MNGR.: CJD	PROJECT MANAGER
CHECKED BY: CJD	



WATER SYSTEM IMPROVEMENTS
CONTRACT NO. 1 - WATER SOURCE
& DISTRIBUTION MAINS

RAW WATER MAIN
PLAN & PROFILE

JOB No. 011101

TOWN OF ELIZABETHTOWN

ESSEX COUNTY, NY

Scale: AS SHOWN Date: 01/02

DWG. C-6B