

TOWN OF MORIAH

REQUEST FOR QUALIFICATIONS COST PROPOSAL

HAMLET OF WITHERBEE

SEWER MAIN REPLACEMENT ON LAMOS LANE & WITHERBEE RD

I. BACK GROUND INFORMATION AND DESCRIPTION OF SERVICES REQUESTED

Preface

The Town of Moriah received grant funds from New York State Office of Community Renewal's Community Development Block Grant Program for public infrastructure improvements.

Engineers licensed to practice in the State of New York are hereby requested to submit proposals for the development of planning design, and construction of sewer distribution facilities serving the Lamos Lane neighborhood within the Town of Moriah – Witherbee Hamlet, Essex County, New York.

Proposals must be delivered (three copies) in hard copy format no later than the response deadline of Thursday, If hand delivered, proposals will be accepted by the Town Clerk at the Moriah Town Hall until 3:00 pm at 38 Park Place, Port Henry, New York 12974.

In recognition of the need to address the NYS Office of Community Renewal's schedule for project completion and draw down of grant funds, responsive respondents to this RFQ will address these constraints and how they will be able to achieve progressive project schedules.

Description of the project

The Town of Moriah received a Community Development Block Grant to support sewer transmission facilities in a low income area of the Town. The Lamos Lane neighborhood is where numerous safety concerns from a substandard system exist.

The Town of Moriah is responding to residents in the Lamos Lane/Witherbee Rd neighborhood who are currently served by Town owned and operated sewer facilities. The Town plans to assist the residents through the replacement of a sewer main located on Lamos Lane and Witherbee Road. The sewer collection system services the houses from the Plank Road through area yards and Joyce Road until the main crosses over to Lamos Lane. The existing Lamos Lane collection is a 1940's cracked and broken 6" and 8" cement and vitrified Clay Tile piping with root blockages, leaks and breaks. The 18 housing laterals served by this main are all VCT and must be replaced. The approximately 2,115 linear feet of VCT Pipe with 8" SDR 26 and existing laterals must be replaced with 4" SDR 26 Pipe. New manholes should also be installed.

This Request for Qualifications will determine the most qualified Engineering Firm to survey, design, prepare permitting and bidding documents, proceed with construction management and observation including following all State and Federal rules and regulations governing the Community Development Block Grant Program.

II. PROGRAM MANAGEMENT / RESPONSIBILITIES

The Town of Moriah is legally responsible for adherence to applicable state and federal program requirements. The limit of available local resources requires a segregation of responsibilities necessary to coordinate and administer project activities. By allocating program responsibilities to the various entities listed below, the project can be completed at the least cost and maximum benefit can be derived from the available funds.

Allocation of Responsibilities

Town of Moriah

1. Procurement of the Engineer/Consultant
2. Consultant Contract Award and Execution
3. Oversight of Project Development
4. Approval of Project Reports, Plans, Design
5. Site Acquisition/Easements (if needed)
6. Award of Bids
7. Participation in Preconstruction Conference and all work session meetings
8. Project Financing
9. Oversight of compliance with State, Federal and Local Regulations (Clean Water Act, SEQR, NEPA, Freshwater Wetlands, Davis - Bacon Labor Standards, Conflict of Interest, Equal Opportunity, Fair Housing, M/WBE etc.)

Engineer/Consultant

1. Participation in Public Meetings, pre-bid Meetings, pre-construction and job meetings and distribution of meeting minutes to the Town and Essex County

2. Project Maps, Plans, Specifications, Facilities Planning Report, Recommendation for System Design
3. Design of facilities in conformance with 10 State Standards and approved by New York State Department of Health and Department of Environmental Conservation
4. Design standards to obtain approval from regulatory, permitting or funding entities identified during the course of project development
5. Survey and/or Boring Subcontract Requirements (as necessary)
6. Certification of Contractor's Payment Requests, Change Orders, Shop Drawings, substitutions as necessary
7. MBE, WBE, and Section 3 participation requirement's and goals met during the course of project development, as needed
8. Davis-Bacon prevailing wage rate documentation are required as determined by DOL and must be included in bid specification
9. Submission of Certified Payrolls with Signed Payment Applications to Town and Essex County during Construction

Essex County Department of Community Development and Planning

1. Attendance to Pre/ Construction meetings, as needed
2. Coordination with Engineering Firm
3. Preparation and Execution of Environmental Review Record (SEQR, NEPA) required for Release of Funds
4. Completion of Quarterly reports with cooperation from Engineer
5. Assists in filing OCR Documents for Approvals, as needed
6. Wage Rate Interviews (Hud -11) Forms to be completed during Construction
7. Collection of documentation from Engineer

III. SCOPE OF SERVICES

The Town of Moriah is interested in retaining an engineering firm to provide the following services:

- a. Review all existing information from the Town offices, if available
- b. Prepare Facility Schematic Preliminary and Final Design Documents including all material for bidding and construction specifications, DOL Wage Rate; consistent with NYS OCR, NYSDOH, NYSDEC, NYSAPA, SHPO and any other involved agency requirements
- c. Attend public meetings, pre-bid, bid opening, pre-construction meetings, and construction, job and work sessions, meeting minutes, and address and certify contractor pay requests
- d. Provide construction observation/coordination services at a per day rate in accordance to the Cost Proposal details below.
- e. Provide as built drawings in electronic format to the Town of Moriah and the Essex County Community Resources Office

IV. TENTATIVE PROJECT SCHEDULE

Issue RFQ – Thursday, March 24th 2017

Responses Due – Thursday, April 27th, 2017

Evaluations Completed by – Tentatively May 5th, 2017

Town Board Resolution Hiring Firm – May 11th, 2017

Type of Contract

It is proposed that, if a contract is entered into as a result of this RFQ, it would be a fixed price contract for the primary tasks identified in Section III. Negotiations may be undertaken with those engineers whose proposals, as cost and other factors show them to be qualified, responsive, responsible and capable of performing the work.

Miscellaneous Requirements

Proposals must address all tasks associated with the project for which work is proposed

1. Each proposal shall be typed or printed on 8 ½ x 11 inch paper. Proposals must be submitted in writing and be received on Thursday, April 27th 2017 by 3:00 pm.

Electronic Copies will not be accepted.

The three (3) copies of the proposal should be delivered in a sealed envelope or box clearly labeled

“**Response to Lamos Lane RFQ**” to the following address:

**Thomas R. Scozzafava
Town of Moriah
38 Park Place
Port Henry, NY 12974**

The Town of Moriah reserves the right to reject any and all proposals which do not comply with these instructions. Proposals shall not be returned to the respondent(s). Once submitted the Town may dispose of them in any way it sees fit.

1. Expenses incurred in the preparation of proposals shall be born by the respondent(s) with the express understanding that the respondent(s) may not apply for reimbursement for these expenses.
2. Each proposal shall be accompanied by a cover letter signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations contained in the proposal.

3. Proposal Content

The proposal shall contain the following sections:

1. Technical: Describe the approach to be taken in addressing the scope of work. Specific tasks need to be thoroughly described.
2. Management and Staffing: Describe the management plan to be used in completing the tasks set forth in the Scope of Work. This description must include a project schedule showing starting and completion periods for all major tasks and a staff loading-by-task chart showing individual time allocated by task, hourly wage rates and total labor charges. Resumes of personnel shall be included in this section.
3. Schedule: Provide an appropriate schedule detailing major project milestones.
4. Qualifications: Describe the firm’s related experience including a contact person and phone number for each referenced job. A statement demonstrating familiarity and experience with similar projects will be of particular interest.

5. Cost Proposal: The information requested in this section is required to support the reasonableness of your quotation. For each identified task in Section III, please provide the following:

A. Manpower Cost; Itemize for each category of personnel

- *Category, e.g., project manager, senior engineer*
- *Estimated total hours per task*
- *Hourly rate*
- *Total cost for each category and for all manpower*

B. Itemize all costs for deletions and alternate

Total Cost: Sum of A, B and C

Evaluations and Award Procedures - After receipt of the proposals, the Town Mayor shall appoint an evaluation team to review and complete the following point system evaluation:

	Total Possible Points	Points Awarded
<u>Technical Section</u>		
Reasonableness of approach	5	
Specificity	10	
<u>Management & Staffing</u>		
Reasonableness of project schedule	10	
Breakdown of staff time & labor	10	
<u>Qualifications</u>		
Experience with similar projects	10	
Experience with NYS OCR Requirements	10	
Adequacy of staff	5	
References satisfied	5	
<u>Cost</u>		
Detail of cost breakdown	15	
Reasonableness of fee	20	
TOTAL POSSIBLE POINTS	100	Score =

Evaluations will be tentatively completed by May 5th, 2017 and all respondents will be notified.

The Town of Moriah is an Equal Opportunity Employer; Section 3 Businesses and minority-and women-owned businesses are urged to submit proposals.

Technical questions should be addressed to:

Arthur “Art” Morgan, Water & Sewer Superintendent
Town of Moriah
518-942-3340
waterdept@nycap.rr.com

Other questions

Please call:
Thomas R. Scozzafava
Town Supervisor
38 Park Place
Port Henry, NY 12974
518-546-8631