

TOWN OF ST.ARMAND

REQUEST FOR QUALIFICATIONS

Water line and solar array installation for the ongoing Bloomingdale Wastewater Treatment Plant Reconstruction project

I. BACK GROUND INFORMATION AND DESCRIPTION OF SERVICES REQUESTED

Preface

Engineers licensed to practice in the State of New York are hereby requested to submit proposals for the design, and construction of a water main and solar array serving the wastewater treatment plant from the existing Bloomingdale water district.

Proposals must be delivered (four copies) in hard copy format no later than the response deadline of Tuesday, July 7th, 2015. If hand delivered, proposals will be accepted by the Town Clerk at the Town Office until Tuesday, July 7th, 2015 at 2:00 pm at 1702 NYS Route 3 aka Main Street, Bloomingdale, New York 12913.

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 constrains and how they will be able to achieve progressive project schedules.

Description of the project

The Town of St. Armand secured additional funding from Community Development Block Grant to support the design and construction for a solar array and water main installation addition to the ongoing Bloomingdale Wastewater Treatment Plant Reconstruction project. The project services the Bloomingdale sewer district, a low income area of the Town. These residents had numerous complaints about the failing WWTP system and an New York State Department of Environmental Conservation Consent Order was put in place to address those violations.

The Reconstruction project has been financed through multiple funding avenues. Unfortunately, due to the unexpected water contamination at the wastewater treatment plants water source, a contaminated well determined by the NYS Department of Health, the overall project cost became unreachable to the low-mod income residents of Bloomingdale. A Community Development Block grant application was awarded to install the proposed water main and solar system.

Proposed brand new HDPE water main infrastructure will connect to the existing water district from State Route 3 for 1,100 linear feet to the River Road plant. As an unexpected need, this

project has become an absolute priority to the residents of Bloomingdale, as water is necessary for the operation of the wastewater treatment facility.

The proposed solar photovoltaic system should be planned directly as a ground mount array with no support foundations. The Town is seeking a 28,900 watt array to lie directly on top of the lagoon lining system. An inverter shall provide single phase out put, 240/120VAC, 1 phase.

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

II. PROGRAM MANAGEMENT / RESPONSIBILITIES

The Town of St. Armand 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 St. Armand

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
8. Project Permits and Approvals (DEC, DOH, DOT, APA, Army Corps of Engineers) (as needed)
9. Project Financing

10. 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
2. Project Maps, Plans, Specifications, Recommendation for System Design
3. Design of facilities in conformance with 10 State Standards and approved by New York State Department of Health
4. Survey and/or Boring Subcontract Requirements (as necessary)
5. Certification of Contractor's Payment Requests, Change Orders, Shop Drawings, substitutions as necessary
6. Coordination and Cooperation with the Town of St. Armand, NYSOCR, NYSDEC, NYSDOH, NYS APA, Essex County and any other regulatory, permitting, reporting or funding entities identified during the course of project development as needed
7. MBE and WBE participation requirement's and goals met during the course of project development
8. Davis-Bacon prevailing wage rate documentation and compliance as determined by DOL and required by the Community Development Block Grant administration

Essex County Community Resources

1. Dissemination of RFQ
2. Coordination of Project Development
3. Administrative reporting and coordination with the Town of St. Armand, Consultant and State agencies as needed
4. Preparation of Environmental Review Record (SEQR, NEPA)

III. SCOPE OF SERVICES

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

- a. Review all existing information;
- b. Final Design Documents including all material for bidding and construction specifications; consistent with NYS OCR, NYSDOH, NYSDEC and others as needed
- c. Attend public meetings, prepare bid packet, pre-bid, bid opening, pre-construction meetings, and construction, job and work sessions and address and certify contractor pay requests as needed
- d. Prepare proposed project alternatives
- e. Provide construction observation/coordination services as needed
- f. Provide as-built drawings in electronic format

IV. PROJECT SCHEDULE

Issue RFQ – Tuesday, June 9th, 2015

Responses Due –Tuesday, July 7th, 2015

Tentative Evaluations Completed by – Friday, July 10th, 2015

Tentative Town Board Decision: Tuesday, July 14th, 2015

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 by **2:00pm on Tuesday, July 7th, 2015**. No electronic copies are necessary.

The four (4) copies of the proposal should be delivered in a sealed envelope or box clearly labeled “**Response to Public Infrastructure RFQ**” to the following address:

Hon. Charles Whitson, Supervisor
Town of St. Armand
POB 338
1702 NYS Route 3 (Main Street)
Bloomingtondale, NY 12913-0338

The Town 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.

2. Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply for reimbursement for these expenses.
3. 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 hours*

- *Rate per hour*
- *Total cost for each category and for all manpower*

B. Itemize all costs for deletions and alternates

C. Subcontracting Cost; Itemize for services other than those covered in “A” above

Total Cost: Sum of A, B and C

Evaluations and Award Procedures - After receipt of the proposals, the Town Supervisor 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	5	
<u>Management & Staffing</u>		
Reasonableness of project schedule	10	
Breakdown of staff time & labor	10	
<u>Qualifications</u>		
Experience with similar projects	15	
Experience with NYS OCR/CWSRF/ESD Requirements	15	
References satisfied	10	
<u>Cost</u>		
Detail of cost breakdown	15	
Reasonableness of fee	15	
TOTAL POSSIBLE POINTS	100	Score =

Proposal evaluations will be completed by Friday, July 10th, 2015. Tentatively, the following Town Board meeting will pass resolution to hire the most qualified firm. All respondents will then be promptly notified.

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

Any questions regarding the requirements of this RFQ should be addressed to:

Attn: Charles Whitson, Town Supervisor
Town of St. Armand
POB 338, State Route 3
Bloomingdale, NY 12913
starmand@roadrunner.com or
hunter415@verizon.net
P: 518-891-3189 ext. 1