



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932
Telephone (518) 873-3426 · Fax (518) 873-3751

Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders

FROM: Rob Wick, PMP Project Manager

DATE: November 11th, 2020

SUBJECT: Addendum #1 Schroon Water & Sewer Evaluations RFQ

1. Clarifications on Scoring & required Submittals

- a. Scoring for DBE status rephrased to correctly convey that "Demonstrated DBE compliance..". This refers to the respondent being a DBE or has DBE partnerships (DBE, WBE, MBE, SDVOB, Section 3, etc.) to meet public funding compliance. Attached is an updated Page 10 to include in current RFQ manual.
- b. Project/Program Management Approach IS required to qualify respondents for demonstrated project and program management capacity and methodologies. Updated Page 12 'Submittal Requirements Checklist' attached to include in RFQ manual.

2. Technical Contact for site visits and infrastructure questions:

The Chief WWTP Operator Brian Ritching:

Plant (518) 532-9272

Cell (518) 565-9075

The Town makes no representations or warranties regarding the accuracy of any information provided in this solicitation and will have no liability or obligation with regard to its contents. Respondents will not be reimbursed for costs incurred in the preparation of the submittal.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the Town will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

The point system is to evaluate the experience and capacity of the Respondent. Maximum is 100 Points:

- Respondents will be awarded up to 10 Points for Completeness of Response.

- Respondents will be awarded up to 90 Points for Qualifications Proposal.
 - Technical Experience of the Firm: 15 Points
 - Technical Experience of the Project Team: 15 Points
 - Demonstrated DBE compliance (is DBE or presents partnerships): 15 Points
 - Project / Program Management Approach: 15 Points
 - Quality of Related Project Vignettes: 10 Points
 - Other Unique Qualifying Attributes: 10 Points
 - Administrative Capacity & Experience on Publicly funded projects: 10 Points

SUBMITTAL REQUIREMENTS CHECKLIST

FORMS FROM RFQ PACKAGE TO RETURN:

- Submittal Requirements Checklist (*Provide Checklist with Response*)
- *Appendix C: References (Minimum 4 related projects)
- *Appendix D: Conflict of Interest Statement & Supporting Documentation
- *Appendix E: Certification of Authority
 - Aka, Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- *Appendix F: Vendor Responsibility Questionnaire (if over \$100K in proposed contract value)
- *Appendix G: W-9 Form
- *Appendix H: Non-Collusive Bidding Certification
- *Appendix I: Iran Divestment Act Compliance Form
- *Appendix K: Deliverables Table with proposed costs
- *Appendix J: NYS Sexual Harassment Policy Requirements

FOR THE RESPONDENT TO PROVIDE:

- Letter of Interest
- Qualifications Proposal:
 - Description of Firm
 - State License and or Certification
 - Relevant Technical Capacity of Firm
 - Resumes of specific staff identified to work on project
 - Project Management Plan (*Describe your approach in detail*)
 - Demonstrated experience with DBE/MBE/WBE/SDVOB/Section 3 compliance
- ~~Technical Proposal:~~
 - ~~Schedule Proposal (*Provide in a Gantt Chart format*)~~
- ~~Pricing Proposal Description (*Also include figures in "Deliverables Table"*)~~
- *Evidence of Insurance

*These documents must be submitted and complete before the Town will review the remainder of the proposal.