



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders / Respondents

FROM: Essex County Community Resources, on behalf of the Town of Schroon

DATE: March 3rd, 2020

SUBJECT: Addendum #1 Schroon / Rogers Brook Sanitary Sewer Repairs RFP

- 1. Updates to scoring criteria as referenced in the attached insert to the original RFP.**
- 2. Additions to "Exhibit B - Project Reference Data"**

END OF ADDENDUM # 1

SCORING CRITERIA UPDATES FROM RFP

C. Main Proposal

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the Respondents in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this project. It should also specify an approach that will meet the request for proposals requirements.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following items must be included; this represents the criteria against which the proposal will be evaluated.

1. **Qualifications Proposal:** Provide a synopsis of the years of experience and detailed qualifications in performing the range of municipal drinking water wells on various project types in compliance with applicable standards, including team's resumes. Respondents should provide narrative examples of a minimum of three (3) projects in detail that are similar in nature to projects described in the RFP (see "References"). References for similar projects and portfolio vignettes will be reviewed to evaluate the level of experience.
2. **Technical Proposal:**
 - a. **Project Management Plan:** Discuss approach to the project in terms of understanding of the established Scope and Deliverables execution, with regard to any constraints identified in this RFP, to include funding requirements. Provide a plan for engaging the Town's project team and regulatory agencies required. Provide the number of full-time and part-time employees, partnerships or subconsultants proposed and their value to the project.
 - b. **Schedule:** Capacity to complete the scope of work within the defined period of performance: **April – June 2020**. The successful Respondent will have a detailed project schedule & work plan to illustrate the ability complete the work with respect to constraints, either stated or assumed. The Schedule Proposal must include a Gantt chart to illustrate your proposed schedule.
 - c. **Technical Design Strategy:** Discuss your firms approach to the technical elements as defined in the scope of the RFP. Successful respondents should note understanding of existing conditions and cite their proposal(s) for technical planning & design, with schedule and budgetary constraints in mind. Respondents should discuss cost savings methods as well as planning for future efficiencies and potential for expansion.
3. **Cost Proposal:**
 - a. Cost will not be the primary factor in the selection of firm. The proposed price will be graded based upon the following formula:
 - Average Bid / Your Price = X (whereby X cannot exceed 100%)
 - X * 20 points = Points awarded based on cost

- b. This should include the lump sum/unit rates for different Tasks, per the table provided in Appendix K, “Deliverables Table”. Respondents should include a description of the costs and detail proposals for *cost savings* in their Proposal. Labor cost estimates will include payments of prevailing wage rates as determined by the NYS Department of Labor and Industries as applicable (such as Survey work for example).

SELECTION PROCESS

The Selection Committee comprised of the Town and resources from Essex County staff will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Proposals that take exception to any scopes of work and criteria established herein will be considered an incomplete proposal; incomplete proposals will receive a substantially low score. If proposals do not effectively meet the intended scope of this RFP, then those proposals may not be scored due to insufficient comparative scoring criteria. Any professional services contracts resulting from this RFP will not necessarily be awarded to the Respondent with the lowest price. Instead, professional services shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

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:

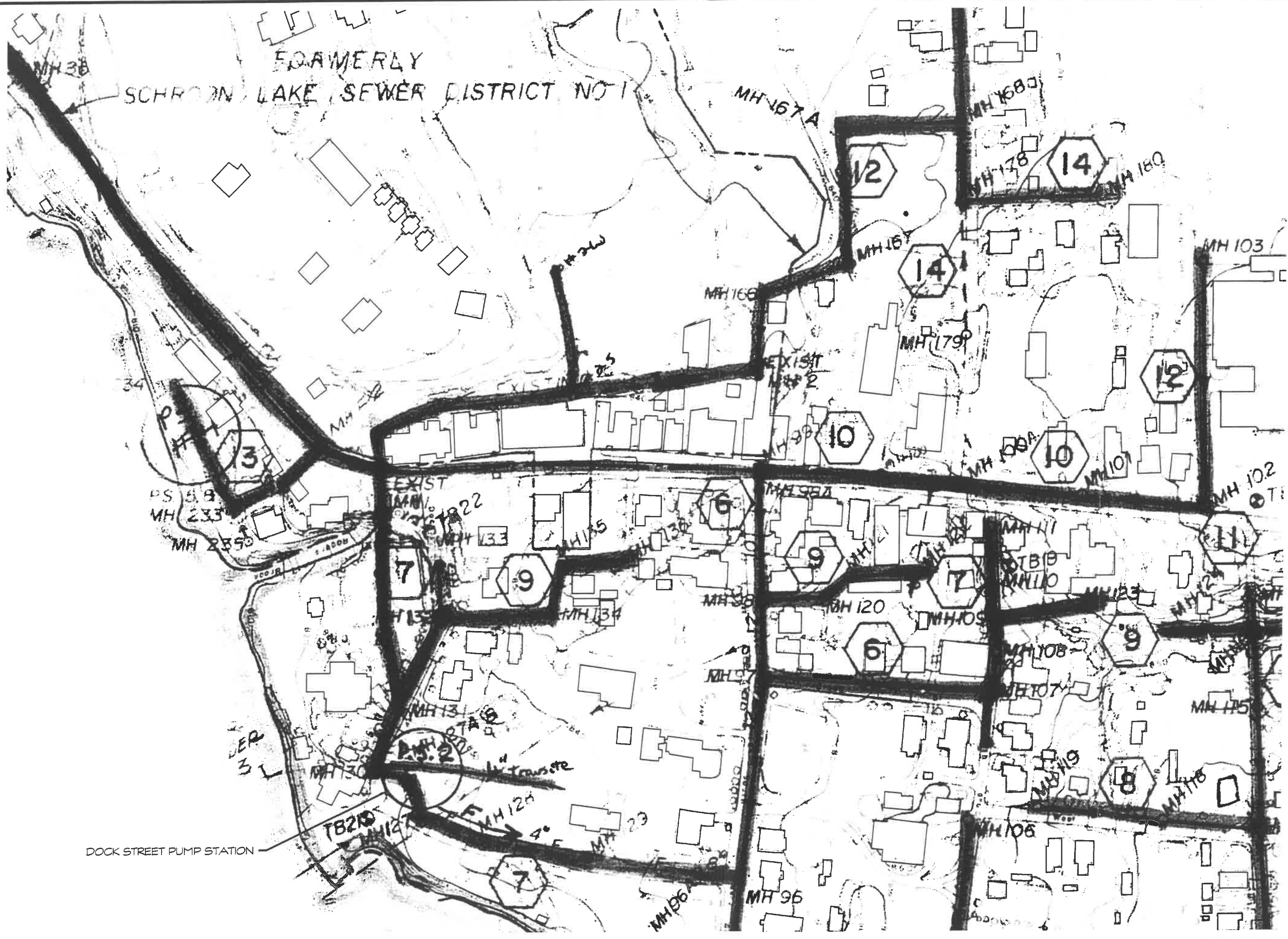
- Respondents will be awarded up to 10 Points for Completeness of Response.

- Respondents will be awarded up to 30 Points for Qualifications Proposal.
 - Related Project Experience: 30 Points

- Respondents will be awarded up to 40 Points for the Technical Proposal:
 - Project Management Plan: 15 Points
 - Schedule: 10 Points
 - **Technical Design Strategy: 15 Points**

- Respondents will be awarded up to 20 Points for Cost Proposal.

EXHIBIT B INCLUSIONS

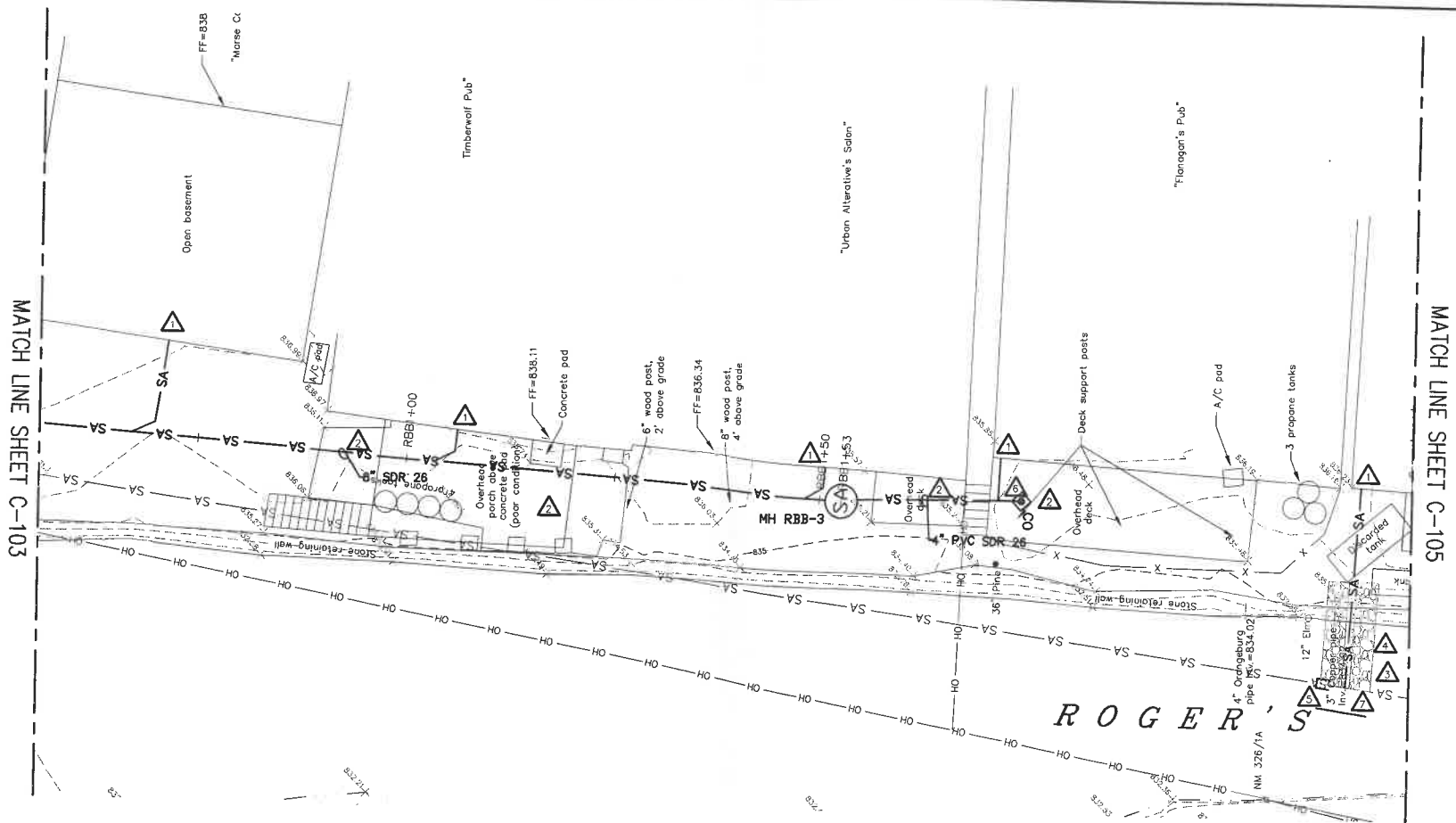


DOCK STREET PUMP STATION

FORMERLY
SCHRONO LAKE SEWER DISTRICT NO. 1

<p>10-12 CITY HALL PLACE PLATTSBURGH, NEW YORK 12901 Tel. (518) 561-1598 fax (518) 561-1990 www.aesnortheast.com</p> <p>AES NORTHEAST</p>	<p>PROJECT NO. 2830 DATE: 7/15/02</p>	<p>FILE: 2717_prelim_site.dwg</p>
	<p>DRAWN BY: KARI KIPP CHECKED BY: T. HODGSON</p>	<p>DRAWING NO: FIGURE 5.1 DRAWING TITLE: SCHEMATIC PLAN ROGERS BROOK / DOCK STREET PUMP STATION</p>
	<p>SCALE: 1" = 150'</p>	<p>PROJECT: SCROON LAKE WWTP UPGRADE</p>

FIGURE 5.1



AES
NORTHEAST

Architecture, Engineering, and Land Surveying Northeast, PLLC
10-12 City Hall Place, Plattsburgh, NY 12901
Phone: (518) 561-1598 Fax: (518) 561-1990
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NOTE: IT IS A VIOLATION OF LAW FOR ANY PERSON UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.



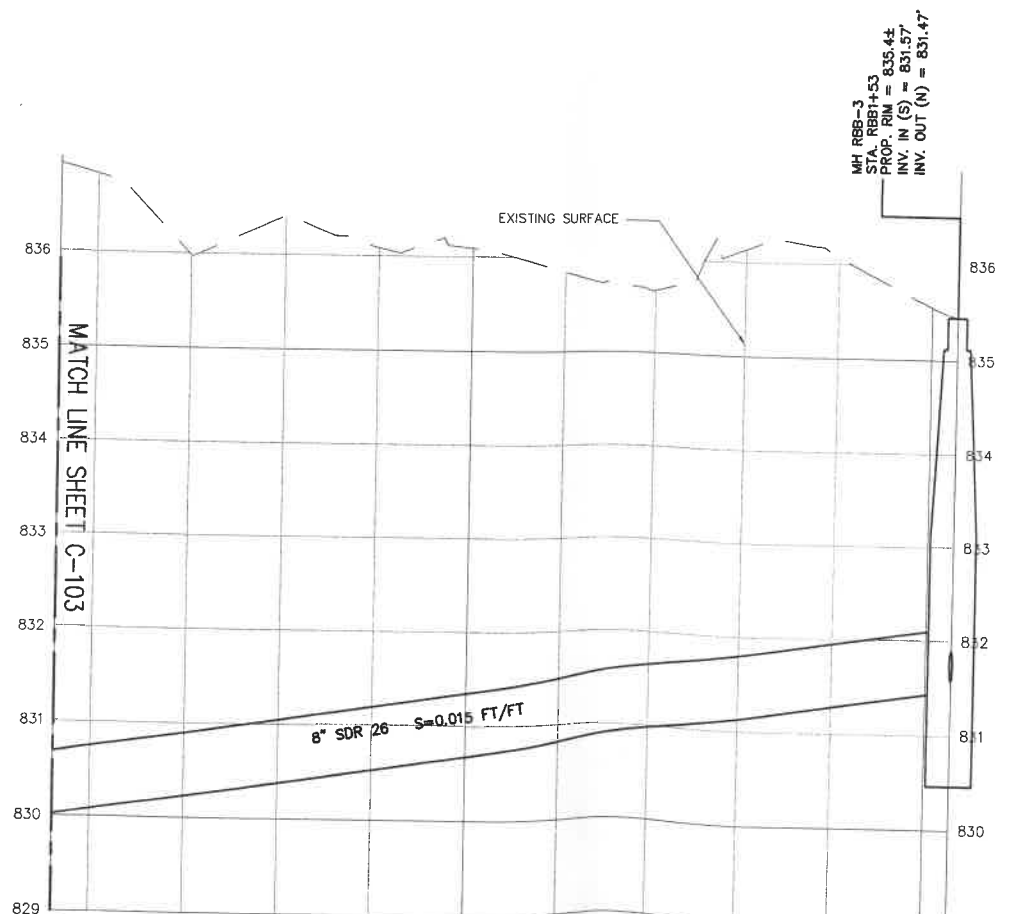
ARCHITECT - ENGINEER - LAND SURVEYOR

NOTES:

- 1. PROVIDE INDIVIDUAL BUILDING SEWER SERVICE LATERAL AT EACH OF THE EXISTING BUILDINGS. PROVIDE PVC SDR 26 SEWER LATERAL (SAME SIZE AS EXISTING, MINIMUM 4") FROM FACE OF BUILDING TO SEWER MAIN AT MINIMUM 1/4" FOOT SLOPE. LOCATIONS SHOWN ARE APPROXIMATE, CONTRACTOR SHALL LOCATE ALL LATERALS AND INVERTS PRIOR TO INITIATING SEWER MAIN INSTALLATION.
- 2. PROVIDE TEMPORARY SHORING AND SUPPORT SYSTEMS DESIGNED BY A NYS LICENSED PROFESSIONAL ENGINEER TO SUPPORT DECKS AND OTHER OVERHEAD STRUCTURES DURING INSTALLATION OF SEWER MAINS, SEWER LATERALS, AND MANHOLES. PROVIDE COPY OF SEALED DESIGN TO ENGINEER PRIOR TO INITIATING SEWER COLLECTION SYSTEM INSTALLATION (TYP. ALL BUILDINGS).
- 3. LOCATION OF EXISTING D.I. SEWER MAIN IS APPROXIMATE BASED ON PLANS PROVIDED TO ENGINEER BY OWNER (NOT RECORD PLANS). CONTRACTOR SHALL LOCATE EXISTING D.I. SEWER MAIN AND PROVIDE CONNECTIONS OF SEWER SERVICE LATERALS AT SAME LOCATIONS EXCEPT NO CONNECTION SHALL BE MADE BELOW THE "9" O'CLOCK LEVEL ON THE SEWER MAIN. PROVIDE CONNECTIONS AS PER DETAILS.
- 4. OWNER HAS OBTAINED THE PERMITS FOR TEMPORARY WORK WITHIN ROGERS BROOK. CONTRACTOR SHALL CONDUCT ALL WORK REQUIRED IN STRICT COMPLIANCE WITH PERMIT CONDITIONS. REFER TO THE APPENDICES IN THE TECHNICAL SPECIFICATIONS. WORK INCLUDES, BUT IS NOT LIMITED TO, SAND BAGGING SEWER WATERS TO AN UPLAND SEDIMENT LADEN WATERS TO AN UPLAND AREA TO SETTLE OUT SEDIMENTS PRIOR TO RE-ENTERING THE BROOK, BACKFILLING OF TRENCH, PLACEMENT OF GEOTEXTILE FABRICS, OR EROSION CONTROL BLANKETS AND ROCK RIP-RAP AS PER DETAILS.

NOTES, CONTINUED:

- 5. CUT EXISTING D.I. SEWER MAIN AND PROVIDE GASKETED CAP ON EXISTING D.I. SEWER MAIN WITH CONCRETE ENCASEMENT ON ENTIRE PERIMETER.
- 6. PROVIDE CLEANOUT AS PER DETAILS.
- 7. OWNER WILL DROP LEVEL OF BROOK AS MUCH AS ALLOWED BY NYS DOT PRIOR TO CONTRACTOR INITIATING EXCAVATING ACTIVITIES IN THE BROOK BED AND BANKS. ON COMPLETION OF SEWER LATERAL INSTALLATION CONTRACTOR SHALL ENCASE SEWER LATERAL IN 12" OF CONCRETE ENTIRE PERIMETER.



PROJECT TITLE:
TOWN OF SCHROON
SANITARY SEWER COLLECTION SYSTEM RECONSTRUCTION (PHASE 2B)
ESSEX COUNTY, NEW YORK

DRAWING TITLE:
PLAN & PROFILE (ROGER'S BROOK)

REVISIONS		
NO.	DESCRIPTION	DATE (MM/DD/YYYY)
1.	AGENCY REVIEW COMMENTS	11/11/2008