



# ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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**TO:** All Bidders / Respondents

**FROM:** Rob Wick, PMP Project Mgr

**DATE:** April 23rd, 2021

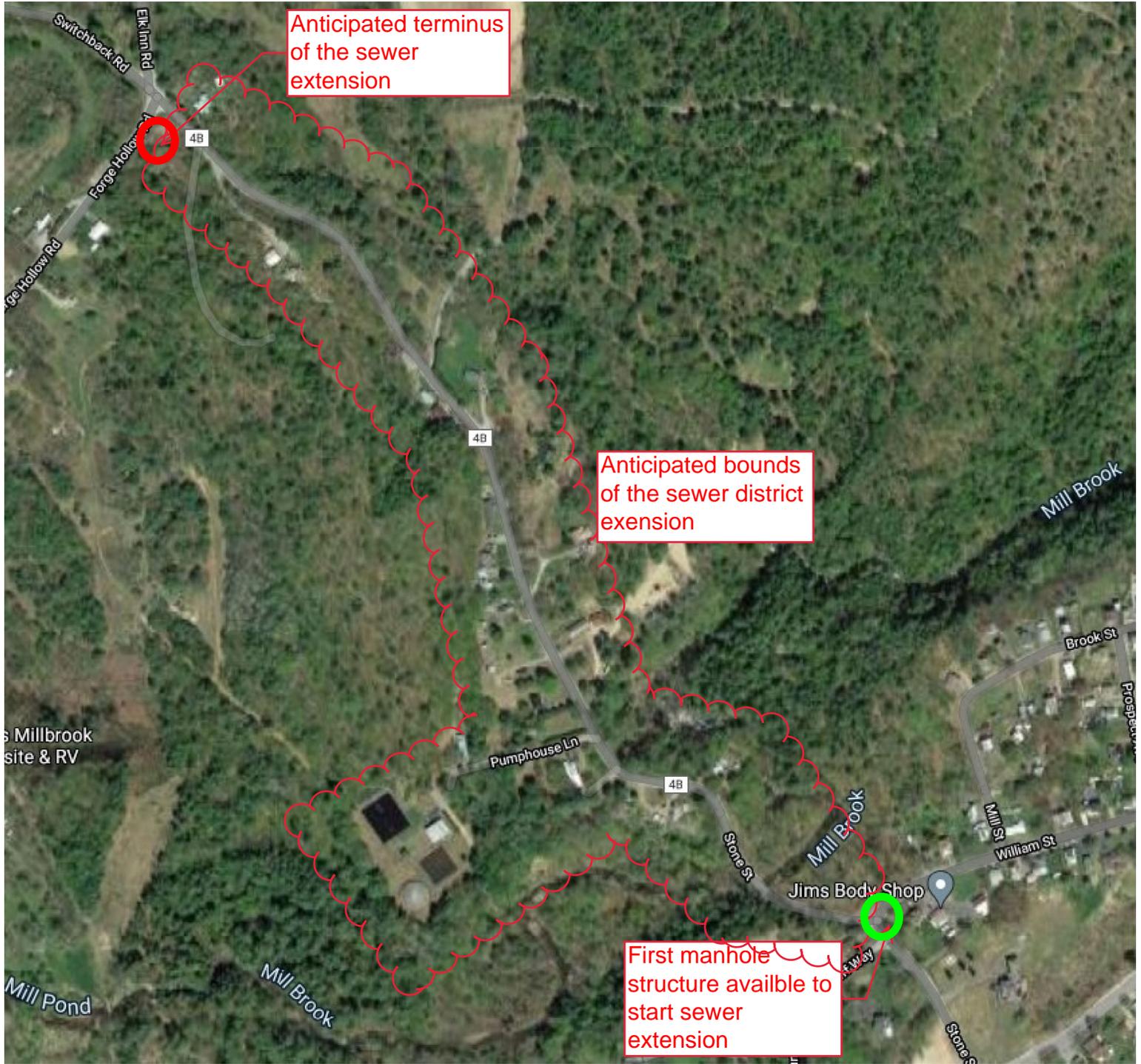
**SUBJECT:** Addendum #2 Port Henry / Moriah Water Treatment Plant Engineering RFP

1. **Modification to the RFP due date has been extended to April 30th, 2021.**

2. **Answers to respondent questions:**

- a. **Q:** Is there a map available that clarifies the desired sewer extension??
  - i. **A** *A sample map with markups has been attached* to this Addendum clarifying the extents of the desired extension.
- b. **Q:** Is the Sewer Districts consolidation for rate allocation/adjustment only or are there additional properties that need to be included in the district consolidation?
  - i. **A** The intent is only to consolidate existing districts, then to extend the (consolidated) district up Stone street as clarified in the attached map.
- c. **Q:** For the Map, Plan & Report deliverable, is this then one MPR or two?
  - i. **A** Technically this will be (2) MPRs
    1. 1 for the consolidation and
    2. 1 for the extension along Stone St.
- d. **Q:** Are the field work expected to be captured in Task 4 or also in Task 5?
  - i. **A:** Intended to be captured in Task 3; as there are technically (2) MPRS required, *an updated Appendix K - Deliverables Table has been attached* to clarify the expected distribution of proposed costs.
- e. **Q:** The upon visitation to the site, the Operators expressed a need to begin removing some of the filter waste immediately; where is this scope intended to be captured?
  - i. **A:** A plan for removing the filter waste needs to be developed as part of the Preliminary Engineering Report; *a revised scope clarification in the body text of the RFP has been attached.*

END OF ADDENDUM # 2



Anticipated terminus of the sewer extension

Anticipated bounds of the sewer district extension

First manhole structure available to start sewer extension

# PROFESSIONAL SERVICE REQUIREMENTS

## A. Scope of Work

The Town is seeking proposals from engineers to complete an evaluation on the water plant located at 28-30 Pump House Lane, Port Henry NY 12974. Including, but not limited to the following Objectives & Deliverables:

Objectives: 1) Address concerns from Town, DOH and DEC on risks for reservoir overflow; 2) Reduce potential for contaminants entering Mill Brook and Lake Champlain water bodies & impacts to the Towns recreational areas at the Mill Brook/Lake Champlain tributary.

Deliverables: A) Evaluate WTP reservoir solutions; B) Propose Alternatives that sustainably removes hazardous substances to protect Mill Brook & Lake Champlain by [1: immediately remove some filter waste to prevent overflow and 2: extend the collection system up Stone St. to include the WTP as a sanitary sewer district user for long term service.](#)

The Town has applied for an Engineering Planning grant; thus, all consulting fees will be held in accordance with current NYS EFC requirements per **Appendix A**.

This Request for Qualifications will determine the most qualified Engineering Firm to survey, provide mapping, conduct treatment plant investigations, provide GIS of utility infrastructure, provide recommendations for existing improvements and provide a map, plan & report for a potential district expansion, all of which must follow State and Federal rules and regulations. Recipients will provide a Cost Proposal according to the Tasks listed below and also in in the “Deliverables Table” in **Appendix K**. For a detailed description of the services and deliverables in each Phase, see “Draft Form of Contract”, **Appendix L**.

The Scope of Work must include the following tasks, at a minimum (See also **Appendix K**):

- **General Requirements** –
  - **Task 1 - Project Schedule:** The consultant shall maintain and produce a detailed project schedule in Gantt / Critical Path Method format.
  - **Task 2 – Project Management & Coordination Meetings:** The consultant shall participate in public 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 work with the Essex County Office of Community Resources for permitting & funding compliance for this project. Essex County will develop all funding applications, provide funding compliance advocacy and accountability acting 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 project deliverables.
- **Field Investigations – (Tasks 3)** The consultant shall conduct such field work they deem necessary to obtain the required information to properly investigate and recommend improvements to the system. This work may include, but not be limited to land surveying, geotechnical/hydrogeological studies, archaeological surveys and evaluation of all system

components. All data collected during this Task shall be a separate deliverable to the Town in a hard copy format (3 hard copies of full-size plans) and digital format (.shp file, .pdf, etc.).

- **Preliminary Engineering Report – (Task 4)** The consultant shall provide recommendations for system design based on current regulatory standards, required fire protection/suppression needs, anticipated growth of the municipality, feasibility of municipalities budgets and operational efficiencies; prepare schematic level plans for any recommended system upgrades, in accordance with NYS DOH guidelines.  
The consultant shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of regulatory review agencies as required. Additionally, the consultant shall work to meet all DBE, MBE, WBE, SDVOB, 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 for wage categories such as, but not limited to, professional land surveyors.
- **Map, Plan & Reports – (Task 5 & 6)** The consultant shall conduct such field work they deem necessary to obtain the required information to create [\(2\) Map, Plan & Reports that complies with provision of NYS Article 12-A, Section 209-C for consolidating sewer districts 1 & 2 and then also for the Stone St. extension, as separate, distinct Actions.](#) Field & survey work accomplished at this phase shall also be sufficient to properly design the sewer 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 format (3 hard copies of full-size plans) and digital format (.shp file, .pdf, etc.).

## **B. Quality of Work**

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project's plans and specification prior to advertising the project for construction bidding.

## **C. Records**

The design professional is to maintain all books, documents, papers, account records and other evidence pertaining to this work and to make such materials available at their respective offices at all reasonable times during the agreement and for a period up to seven **(7) years** from the date of final payment under the agreement. Throughout the project, the respondent will be required to coordinate with the Town and the Essex County Planning Office via regular project meetings and other electronic project management software.

All reports, documents, information, presentations, electronic drawings, and other materials prepared by the award recipient in connection with and in performance of this Agreement are deliverables to be provided to the Town as a result of the project and are not considered to be the sole properties of the consultant. *Copies of all reports, designs, project documents, supporting information and any materials or equipment furnished to the award recipient by the Owner shall remain the property of the Owner and award recipient's limited possession of the purpose of carrying out the Work, shall be returned to the Owner at the conclusion of the Agreement.* Nothing written in this paragraph, however, will be interpreted to forbid the award recipient from retaining a single copy of the information for its files.

## **D. Additional Requirements**

Professional services shall comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

**Further requirements are identified in the accompanying Appendix of this solicitation.**

**APPENDIX K - DELIVERABLES TABLE**

<b>DELIVERABLES</b>	<b>LUMP SUM PROPOSED:</b>	<b>HOURS OF LABOR:</b>
<b>GENERAL REQUIREMENTS</b>		
Task 1) Project Schedule		
Task 2) Project Management & Coordination Meetings <i>(incl. MILEAGE)</i>		
<b>FIELD INVESTIGATIONS &amp; SURVEY</b>		
Task 3) Conduct Investigation of the project area and review findings with Owner. <i>(Task 3 includes all survey, geotechnical, etc. activities)</i>		
<b>ENGINEERING REPORTS</b>		
Task 4) Preliminary Engineering Report		
Task 5) Sewer District Consolidation Map, Plan & Report		
Task 6) Sewer District Extension Map, Plan & Report		