



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders / Respondents

FROM: Rob Wick, PMP Project Mgr

DATE: April 20th, 2021

SUBJECT: Addendum #1 Port Henry / Moriah Water Treatment Plant Engineering RFP

1. Answers to respondent questions:

- a. **Q:** How will the anticipated EPG affect the project if not awarded?
 - i. **A:** The Work will need to meet EFC funding criteria; the only change would be how compliance is met, meaning the levels of compliance associated with the EPG program (higher %) or those of the loan programs (lower %).
- b. **Q:** Does the Report need to be in EFC's formats regardless of grant success?
 - i. **A:** Yes.
- c. **Q:** What is the anticipated award for the EPG, and how will this affect the time frame for Work deliverables?
 - i. **A:** The award date for FY 2020 EPG applications has not been announced, thus the contract dates will be negotiable, but for the purposes of this RFP, respondents need to demonstrate and ability to complete the work in CY 2021.
- d. **Q:** There appears to be discrepancy in whether or not the MPR is required; is this part of the RFP deliverables?
 - i. **A:** Yes, the MPR for the district extension is included in the Scope of Work; Appendix K has been updated to reflect this inclusion so pricing can be provided.

2. Correction to page 8 of RFP and Appendix K - Deliverables Table (attached).

END OF ADDENDUM # 1

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 & Report – (Task 5)** The consultant shall conduct such field work they deem necessary to obtain the required information to create a Map, Plan & Report 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.

DELIVERABLES	LUMP SUM PROPOSED:	HOURS OF LABOR:
GENERAL REQUIREMENTS		
Task 1) Project Schedule		
Task 2) Project Management & Coordination Meetings (<i>incl. MILEAGE</i>)		
FIELD INVESTIGATIONS & SURVEY		
Task 3) Conduct Investigation of the project area and review findings with Owner.		
ENGINEERING REPORTS		
Task 4) Preliminary Engineering Report		
Task 5) Map, Plan & Report		