



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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TO: All Bidders

FROM: Rob Wick, PMP Project Manager

DATE: September 3rd, 2020

SUBJECT: Addendum #2 Willsboro Water System PER RFP

TASK 4 - GIS & Mapping of all Utilities:

1. Due to the lack of digital mapping data to sufficiently develop cost for this scope of work, the GIS portion has been removed from the Cost Proposal section and will only be scored technically as part of Project Management Plan.
2. This will be evaluated as any other value-added capability each firm has to offer for how respondents conduct GIS activities and propose to accomplish this with the Town's participation.
3. Modified Appendix K - Deliverables Table and updated A. Scope of Work are attached to this Addenda.
4. Draft Form of Agreement will be modified upon award.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The Town is seeking proposals from engineers to complete an evaluation on the water system including, but not limited to the following: Improvements to the filter plant for increased production; water quality and operational efficiencies; assess the condition of the water plant intake pipe; distribution system improvements and/or replacements; reserve capacity for fire suppression and seasonal (summer) peak use of secondary homeowners. The Town will be self-funding this investigation and report, but all projects costs will be covered by a plan of finance from NYS Environmental Facilities Corporation (NYS EFC); 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 along Bay Lane, 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.).

- ***TASK 4 Removed from RFP as a deliverable per Addendum #2. Respondents are asked to provide a detail of GIS capabilities as a value-added qualifier and will only be considered in technical scoring and not considered in a Cost Proposal.***

- **Preliminary Engineering Report – (Tasks 5)** 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.

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 RFP.**

APPENDIX K: DELIVERABLES TABLE

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.		
GIS OF UTILITIES		
Task 4) (TASK 4 - GIS OF UTILITES REMOVED PER ADDENDUM #2)		
ENGINEERING REPORTS		
Task 5) Preliminary Engineering Report		