City of Peekskill

Request for Proposal (RFP)

Rehabilitation/Reconstruction of Three Sanitary Sewer Lift Stations

NYS CDBG Project #1523WC-PR220-15

Release Date: November 4, 2016

I. Purpose:

The City of Peekskill is seeking proposals from qualified environmental and engineering consultants for the permitting, design, and oversite work on three (3) sanitary sewer pump stations.

The City of Peekskill is seeking a consultant to provide engineering services for the development of an Environmental Review Record as per CDBG requirements, design, bidding assistance, inspection services and construction administration to rehabilitate and/or reconstruct three (3) sanitary sewer lift stations. It is the City's desire to rehabilitate and/or retrofit the three high lift pumping stations with a low maintenance and reliable long term solution that will meet today's sanitary sewer needs of the City and be capable of future growth.

To facilitate the City's selection of a consultant, we are requesting that interested parties submit their proposal and qualifications to design, prepare plans and specifications and provide construction engineering services to rehabilitate/reconstruct three sewer lift stations as follows:

- Louisa Street Sewer lift station located at the corner of Lower South Street and Louisa Street;
- Charles Point Sewer Pump Station "A" located on John Walsh Boulevard;
- Charles Point Sewer Pump Station "B" located intersection of John Walsh Blvd. and Louisa Street. New Pumps and controls have been installed (August 2016).

II. Project Funding and Grant Background:

The City of Peekskill is the recipient of a 2015, $750,000 Community Development Block Grant (CDBG) for Public Infrastructure Programs from New York State Office of Community Renewal for work on three (3) sanitary sewer pump stations. **This entire project is to be funded through this CDBG; no City funding has been budgeted.** The selected consultant will be in contract with the City of Peekskill, and under all federal and state CDBG regulations. The city encourages Section 3 and M/WBE firms to apply.

III. General Information and Submissions:

- Sealed proposals shall be mailed or hand delivered to:

City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

And received on or before **2:00 pm, November 30, 2016**. Late submissions will be rejected without consideration. Four (4) hard copies and one (1) electronic copy of each proposal shall be submitted to the City Clerk in a single sealed envelope mark, "RFP CDBG Pump Stations".

- Any and all questions about this RFP must be made in writing and submitted to Matthew Margulis at MMargulis@cityofpeekskill.com no later than 5:00 pm, November 17, 2016.
- A non-mandatory but, recommended informational meeting and site visit will be held on November 14, 2016 at 10:00 AM at City Hall in Paul Schwerman Conference Room.
- The City of Peekskill reserves the right to determine which consultant shall be awarded the Pump Station Engineering contract.
- The City of Peekskill specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or entirely this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Peekskill.

IV. Consultant, Sub Consultants, and M/WBE Information:

The RFP must include the following information on the Consultant:

- Title, name, email, and telephone number of the main contact person.
- Statement of qualification, including identifying at least four (4) similar projects.
- Provide license numbers of either Professional Engineer or Architect that will be responsible to oversee the project.
- Provide name, title, telephone number, and email of at least four (4) relevant references.

The RFP must include the following information on any/all Sub Consultants:

- The City encourages Section 3 and M/WBE firms to apply.
- Name, work to be completed by any/all Sub Consultants.
- Pertinent information relating to the Sub Consultant's experience.
- Estimated percentage of work to be completed by each Sub Consultants; note the City of Peekskill requires the Primary Consultant to be providing at least 51% of the work for the entire contract.
- The RFP must include information if the Primary Consultant or any Sub Consultant are New York State, Department of State certified MWBE, and percentage of work that will be undertaken by the M/WBE's.

V. Project Description:

The City of Peekskill is seeking to replace two (2) deteriorated, out-of-date, sanitary sewer pump stations. The first station is the Louisa Street Pump Station, located at the northeastern corner of South and Louisa Streets. The Louisa Street Pump Station is a triplex pumping system with three 40 horsepower 3 phase 200 volt submersible pumps each capable of pumping approximately 800 – 1,000 gallons per minute at 100 feet TDH. This station is currently operating under the control of a diesel powered by-pass pump and therefore the schedule should reflect this as top priority over the other two stations.

The second station is the Charles Point 'A' Pump Station, located within the public right-of-way in front of 14 John Walsh Boulevard. The Charles Point Pump Station "A" is a triplex system with three 3 horsepower 3 phase 200 volt submersible pumps each capable of pumping approximately 175 gallons per minute at 26 feet TDH. This station discharges into the Charles Point "B" Station.

The overall project requires the replacement of these two pump stations with new low-maintenance, modern, and above-ground pump stations or of equal quality, capability and reliability. The selected Firm will design the new pump stations and determine their necessary capacity, number of pumps, their size, and length and size of piping required at each.

A third station, Charles Point Pump Station "B", was renovated in August 2016 with a (two pump) Above Grade Vac-U-Prime Pump Station manufactured by USEMCO of Tomah, Wisconsin. The City would like to make further improvements at this pumping station such as, but not limited to, a perimeter fence, telemetry, alarms, and generator. We will be looking to the experience and knowledge of a professional engineer to design their improvements for the completion of Station 'B'.

VI. Scope of Services:

The scope of services will be divided into permitting, engineering, construction inspection services, work schedule and cost estimate.

Permitting

The selected consultant shall determine which permits are required and comply with those regulations. At a minimum the below regulations must be assessed:

- NEPA
- SEQRA
- SHPO
- THPO

The selected consultant shall create and maintain the Environmental Review Record and submit all requested documents to the Office of Community Renewal and be contact with the Community Developer.

Engineering Services / Project Approach

Describe in detail the consultant's approach to the work relative to reconstructing the lift stations. At a minimum, include discussion of expected methodology, hydraulic and pump requirements, electrical and SCADA requirements and construction and site restraints.

The engineer shall provide assistance during the bid period, including the following:

- Participate in the pre-bid conference
- Prepare responses to bidder's questions;
- Prepare addenda to bid documents, as needed, for providing clarification for items identified prior to bid opening;
- Participate in reviewing alternate equipment and materials proposed from the contractor, if applicable;
- Participate in the evaluation of the submitted bids, furnish consultation and advice to the city staff and assist with all related equipment, cost and other analyses as required to finalize the award decision.

Construction Services

The engineering consultant shall provide services during construction, which may include the following:

- Attendance at pre-construction conference and construction progress meetings if applicable.
- General technical support
- Periodic field visits
- Submittal review
- Request for information review
- Change order and contract document modifications
- Startup and commissioning support
- Construction closeout support.

Work Schedule

The Louisa Street station is on a critical path due to the current operation of a "temporary" bypass pumps. Provide a time line of the anticipated work schedule for each pump station.

VII. Fees and Budget:

The proposal shall state the total fee, as well as subtotal fees for:

- Environmental work, preparation of the ERR, and permitting.
- Design and engineering work.
- Cost estimate.
- Bidding assistance.
- Construction administration and inspection services.

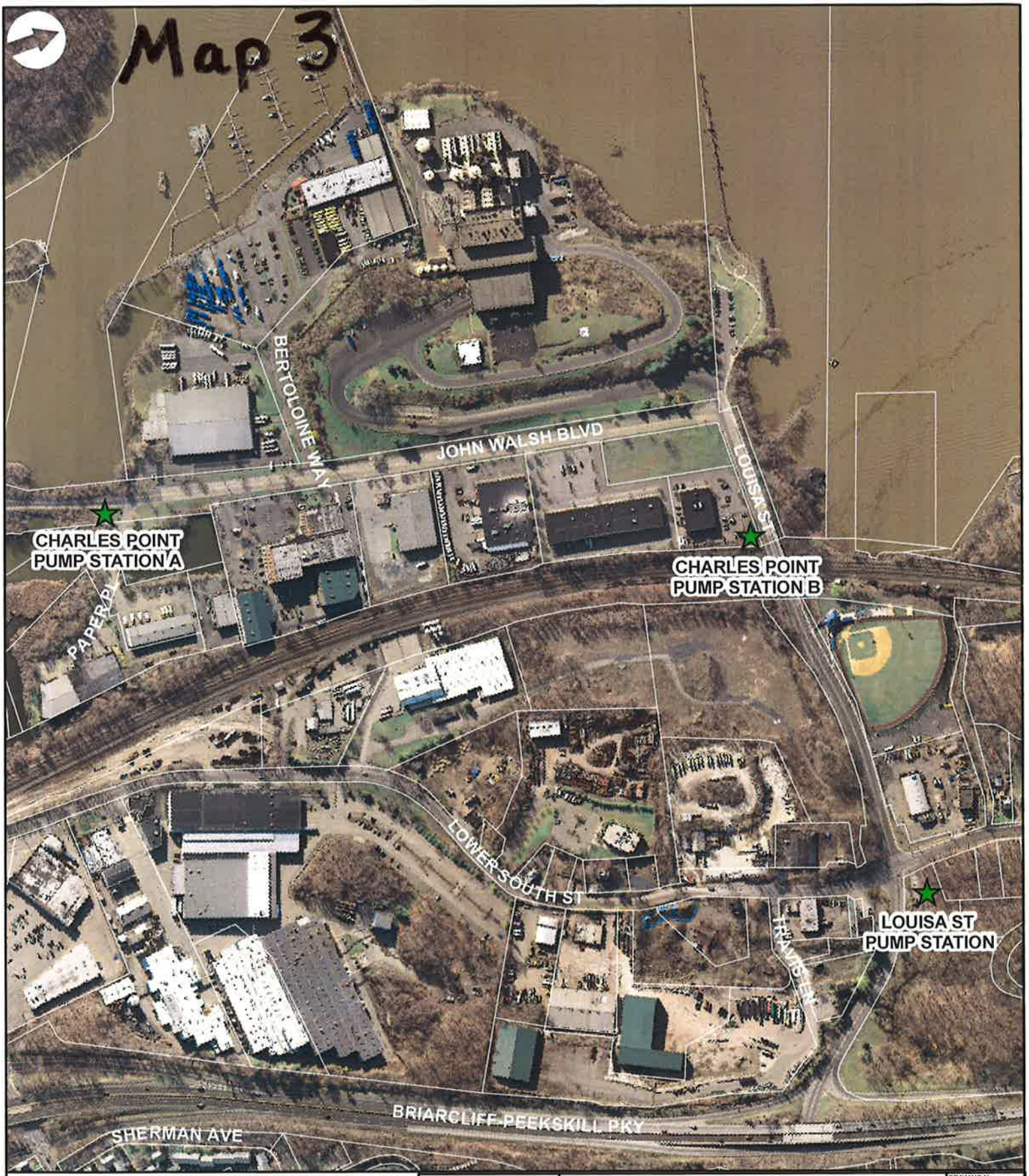
The proposal should also include a schedule of hourly billing rates for each employee who may be involved in design and construction engineering services (construction administration and construction observation). Include rates of miscellaneous charges such as copies and mileage. Also total fees for M/WBE firms, if sub consultants.

VIII. Evaluation Factors:

Qualifications and references for similar engineering projects.	30%
Approach in addressing and recognizing the overall project scope and understanding the City's needs	20%
Management availability, proximity, and consultant's personnel, and M/WBE	16%
Fees and budget.	17%
Past CDBG administration work.	17%

IV. Selection and Contract Award:

The RFP's will be reviewed immediately after the deadline. It is anticipated selection and work to commence in mid-January.



1 inch = 400 feet

0 200 400 800 Feet

GIS DATA: WESTCHESTER COUNTY GIS

CITY of PEEKSKILL
DEPARTMENT OF PLANNING AND DEVELOPMENT

DRAWING No.

PROJECT TITLE
CFA - PUMP STATIONS
LOCATION
LOUISA STREET - CHARLES POINT

MAP TITLE
SITE MAP

BID No

DATE:	SCALE:	DRAWN BY:	CHECKED BY:
07/22/13	AS NOTED	KAK	