



Request for Proposals

Tri-Village Water Supply Consolidation

Proposal Deadline

May 25, 2017

4:00 p.m.

For additional information and to receive RFP addenda as issued:

Fiona Matthew, Grants Director

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I. Introduction

In Cracks in the Foundation, New York State identifies functioning and effective water infrastructure as vital to residents, businesses and the economy of the region. The health of our communities and future economic growth are linked to our ability to maintain and upgrade our infrastructure.

Yet the Department of Health's 2008 estimate to repair and update NYS's drinking water infrastructure was \$38.7 billion over 20 years. The Villages of Briarcliff Manor, Sleepy Hollow and Tarrytown recognize that our property owners and residents are stressed by already-high property taxes and fees for government-related functions including provision of drinking water. Rates for water consumers have risen dramatically over the decades and, with tier billing, the large water consumers are most impacted. The cost to businesses has more than tripled in the last 10 years, from \$50 per thousand cubic feet in 2007 to \$168 in 2017 (in Sleepy Hollow's 12,001-15,000 cubic feet per quarter tier.)

The need is for infrastructure to support the rapid population growth the tri-village area is experiencing and to stimulate investment in our downtowns which are not keeping pace, but without raising property taxes for the necessary upgrades.

II. Existing Environment

The local governments of Briarcliff Manor, Sleepy Hollow and Tarrytown provide basic public services and amenities to their residents, struggling to balance needs as costs continue to escalate, while being aware that adequate drinking water infrastructure is a critical component of economic growth.

We maintain the Catskill Aqueduct as our drinking water source, which has been sized for all three communities. All share in two taps (one original and a newly installed supplementary tap), the meter/operations building which now includes a generator, and the 2.5 mile long 30" diameter gravity main. Together the three municipalities are in the process of constructing an emergency connection to the Delaware Aqueduct to ensure a source of supply when the Catskill Aqueduct is temporarily shut down. However, each Village has its own pumping system. The three pump stations stand side-by-side on Neperan Road in Tarrytown, demanding the services of 6 water department positions to provide a tri-village water user population of 31,261 (forecast to grow by 6,000 over the next 5 years) with 4 million gallons per day (average demand.) The Briarcliff Manor pump station was built in 2012 and is unmanned subject only to regulatory visits. It includes an advanced SCADA system, generator and turbidity meter. Sleepy Hollow's pump station was updated in 2006 and a generator installed in 2016. Tarrytown's pump station was built in 1962, and has not been updated since 1996. Due to the age of its controls and equipment, the Tarrytown station is manned seven days a week and daily adjustments are necessary.

The Villages of Briarcliff Manor, Sleepy Hollow and Tarrytown have been cooperating on water system ventures for 42 years and there are now many existing IMA's and amendments that have brought the 3 villages to this point.

In May 2016 the three Villages issued a feasibility study titled "Sleepy Hollow, Tarrytown and Briarcliff Manor Water Supply, Pumping and Storage Consolidation", which, having studied the existing drinking water infrastructure of the three villages, recommended the consolidation of the supply system in order to provide a more efficient and cost-effective drinking water system.

III. Goals

Modern, maintained water source of supply and pumping infrastructure through sharing.

The goal is to address two impediments to revitalization and job creation, namely aging, inefficient infrastructure and the steep increases in the cost of water. We seek to address these issues while ensuring the necessary redundancy is in place to ensure the reliable provision of water and soften the impact of shut-downs. Repairs, including to the aqueducts, must not interrupt service.

IV. Project Summary

The project will implement the May 2016 feasibility study. With modest upgrades, the Briarcliff Manor and Sleepy Hollow pump stations will provide water to all three communities. The existing Tarrytown pump station has aged to the point of necessary replacement, and will be superseded by a storage tank for emergency use on the site, to service the Briarcliff and Sleepy Hollow pump stations. Tarrytown will now obtain water from the other two villages. A hydro-pneumatic booster station will move water to the Tarrytown high gradient storage tank. A manifold interconnection with metering will enable costs to be allocated based on water usage.

The project includes the updating and consolidation of the many existing water supply-related IMA's and amendments that have brought the 3 villages to this point. A single functioning, formalized document will be developed and executed to supersede all of these distinct yet overlapping agreements.

V. Projected Timetable

This tentative schedule is intended to provide a general guide for scheduling purposes.

<u>Deadline</u>	<u>Activity</u>
June 23, 2017	Project initiation and consultant selection
September 22, 2017	Development of draft Comprehensive Water Supply IMA

October 13, 2017	Comments on draft IMA from Committee made up of representatives from the three Villages
October 31, 2017	Draft IMA amended based on comments and Presentation of amended draft Plan to three Boards of Trustees
January 31, 2018	Hydraulic model of consolidated water works
May 30, 2018	System design & engineering Development of plans and specifications
June 30, 2018	Bid advertised by the Village of Briarcliff Manor
August 30, 2018	Recommendation for bid award to the Committee
September 31, 2018	Permits and approvals obtained
October 1, 2019	Construction complete

VI. Scope of Work

- A. *Project Initiation.* Consultant selection process.
- B. *Draft Comprehensive Water Supply IMA.* The Committee and selected consultant will review the Scope of Work including necessary steps. The consultant will produce a financial model encompassing the project's construction cost, cost avoided by not replacing the Tarrytown pump station, the projected operating costs of the consolidated system and projected capital costs to maintain and upgrade the consolidated system. The consultant will also produce draft fee schedules for the purchase of water by the Village of Tarrytown from the Villages of Briarcliff Manor and Sleepy Hollow. The Committee will provide the consultant with all existing water-related IMA's between the Villages and the consultant will consolidate the existing pertinent IMA's into one comprehensive IMA. Working with the Committee and other Village employees and officials, Consultant will update this IMA to reflect all necessary conditions of the new consolidated system, including the formula and mechanism for sharing capital cost avoidance, the formula and mechanism for sharing local matching share to implement the project, the formula and mechanism for sharing operating and capital costs of the consolidated system going forward, and the governance structure. The financial model and comprehensive IMA will be reviewed by the Committee and the New York State Department of State, and changes made as necessary. The consultant will present the draft IMA to the three Boards of Trustees. Once the Boards of Trustees have resolved to accept the IMA, it will be executed by the three Villages.
- C. *Hydraulic Model.* The consultant will develop a hydraulic model of the consolidated water works to confirm capacity, and evaluate the proposed pumping and transmission improvements, comparing them to the existing condition. The study shall include analysis of the 30" main's capacity for future potable water demands.
- D. *Design and Engineering, Plans & Specifications, Permits and Approvals.* The consultant will design the system, and produce plans and specifications. Design plans will incorporate the sequencing necessary to avoid any interruption to water

service during construction. Bid documents will include language required by the New York State Department of State as specified in their grant contract with the Village of Briarcliff Manor. The consultant shall obtain permits and approvals from the New York State and Westchester County Departments of Health, the Village of Tarrytown and any other such agency from which a permit or approval is required. The consultant will work with the Committee on the SEQRA process to determine environmental impacts. Once Consultant has finalized the bid documents, the Village of Briarcliff Manor will notice the bid. Consultant will conduct the mandatory pre-bid meeting, attend the public bid opening, evaluate the bids and recommend a bid award.

Construction scope will be based on design, but will likely include but not be limited to: Demolition of the Tarrytown pump station and construction of an air break tank on the site, eliminating the need for the existing small air break tanks which would be removed. Taking environmental and aesthetic considerations into account, the new tank shall include storage with the maximum capacity for the site. Upgrade of the Briarcliff Manor and Sleepy Hollow pump stations (i.e. the two remaining pump stations) with an additional pump to ensure capacity to meet demand during periods of above-average daily consumption. Upgrades will include internal piping and controls. Installation of a manifold interconnection with metering to measure the amount of water entering each of the three villages' distribution systems, both for billing purposes and to support record-keeping of each village's consumption. Installation of a hydro-pneumatic booster station, required by the water level in Tarrytown's high gradient storage tank.

E. New York State Grant Requirements

Fiscal Analysis Report: Consultant will identify user rate impact (e.g. cost or savings) of the project expressed as Total Cost Impact, Cost Impact per Capita (based on the most recent US Census, Census estimates or population survey) and Estimated Impact on User Rates. A brief report will be prepared for the Department of State.

All documents created during the course of the project must specify the following "This (document, report, map, etc.) was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program."

Consultant will provide quarterly Minority and Women Owned Business Enterprise Quarterly Reports and Equal Employment Opportunity Workforce Utilization Reports as required by New York State Department of State, the grant maker.

Consultant will undertake or continue an existing program of affirmative action and equal employment opportunity to ensure that minority group members and women are afforded equal employment opportunities without discrimination based on race, color, national origin, age, disability, sex, gender, sexual orientation, religion or any other discrimination prohibited by law. Equal Employment Opportunity shall apply in areas

of recruitment, employment, job assignment, promotion, demotion, termination and rates of pay.

Consultant, if not a certified Minority and Women Owned Business Enterprise (MWBE), agrees to pursue an MWBE goal of 30% when selecting sub-contractors, if sub-contractors are to be used on the project. In the event this goal is not achieved, Consultant must submit sufficient documentation to demonstrate good faith efforts to provide opportunity for MWBE firms (if procuring sub-contractors.)

As necessary, Consultant will support the Village of Briarcliff Manor in providing the following deliverables to New York State Department of State:

Task	Deliverable	Schedule
SEQRA Review	Letter stating findings	Beginning of Project, as part of design process
Draft Water Supply IMA	Copy to DOS for review & comment	
Hydraulic Model	Copy to DOS	
Design and Engineering, Plans & Specifications, Permits and Approvals, Bid documents	Copies to DOS	
Project Status Report	Copy to DOS	Every 3 months – Village to draft report
Photos taken during construction	Photos to DOS	
Fiscal Analysis Report	Copy to DOS	End of Project
Final Project Summary Report	Copy to DOS	End of Project – Village to draft report

VII. Selection of Vendor

Submission of Proposals

All responses to this Request for Proposals must be sealed and clearly marked **Proposal for Tri-Village Water Supply Consolidation**. Three bound originals and one unbound original shall be submitted. All proposals shall be submitted no later than 4 p.m. on the afternoon of May 25, 2017 to the Village of Briarcliff Manor, ATTN: Philip Zegarelli, Village Manager, 1111 Pleasantville Road, Briarcliff Manor, NY 10510. All proposals received after the submission due date will be rejected. The Village is not responsible for late proposals caused by mail or any other method of delivery.

Contents of Proposals

Proposals should include:

1. Letter of interest indicating why the respondent (including sub-contractors) is the best selection for the project. The letter of interest is to be signed by an officer, partner or principal in the company. The letter shall identify the contact person to whom all correspondence from the Village regarding the proposal and consultant selection process shall be sent.
2. Statement of experience with similar projects including brief project descriptions and reference list.
3. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
4. Identification of any sub-contractors to be used on the project
5. Statement of general approach
6. The cost.

Proposals should be formatted with tabbed sections for responses to each of the six sections described above. Additional information may be included in a single section tabbed and labeled "Additional Information". It is not necessary to include a CD or DVD.

Evaluation Criteria:

The Committee will review proposals and may invite up to three (3) consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. Once a consultant is recommended, the consultant will work with the Committee to negotiate a final contract document, including a detailed timeline for project completion. All contract documents will be executed with the Village of Briarcliff Manor, NY and will conform to the Village's policies and procedures. The selection process should be completed within 30 days of the submission of proposals.

Consultants will be evaluated based on the following criteria:

- Experience and expertise in drinking water projects
- Experience with similar projects
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to work well with the Committee and Village staff/officials.
- Cost of services.

VIII. General Information and Instructions

A. RFP Process

The RFP is not a bid. In the event that the Village elects to negotiate a professional services agreement with the successful respondent, any contract shall contain, at a minimum, the terms and conditions (or substantially the same terms and conditions) as

hereinafter stated. The Village reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and agreement negotiation rests solely with the Village.

B. Questions

Any questions concerning the scope of this project or request for additional information should be directed via email to Fiona Matthew, Grant Development Director at fmatthew@sleepyhollowny.org with the title RFP – Consolidated Water Supply System” and all questions must be submitted no later than 11 a.m. on May 17, 2017. No interpretation shall be binding unless in writing.

C. Rejection of Proposals

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Village reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Village is not obligated to enter into any contract on the basis of any submittal of response to this RFP. The Village reserves the right to request additional information from any firm submitting under this RFP if the Village deems such information necessary to further evaluate the firm's qualifications

D. Confidentiality

All information, materials or other documents submitted by a respondent shall not be released or made otherwise available to any person or entity except Village representatives assisting in this procurement process, until public opening of the proposals, unless required by law. Unless required by law, proprietary or financial information submitted to the Village by a respondent will not be disclosed if respondent visibly marks each part of the proposal which respondent considers to be confidential financial or proprietary information with the word “Confidential”.

E. Proposal and Presentation Cost

The Village will not be liable in any way for any costs incurred by respondents in the preparation of their proposals in response to the RFP.

F. Withdrawal of Proposal

The Proposal may be withdrawn by the Respondent by means of a written request, signed by the Respondent or its duly authorized representative. Such written request must be delivered to the location specified in the Request for Proposals prior to the scheduled closing time for receipt of Proposals, 4 p.m. on May 25, 2017. Modifications will not be accepted or acknowledged after the date and time for submission of proposals.

G. Acceptance/Rejection

The Village reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing contractors, and to waive any informalities, defects, or irregularities in any proposal, and to accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of the Village.

H. Acceptance Period

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the Respondent if no award has been made.

I. Conflict of Interest

The Contractor shall promptly notify the Village, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Owner as to whether the association, interest, or circumstance would, in the opinion of the Owner, constitute a conflict of interest. The Owner shall respond to such notification by certified mail within thirty (30) days. **BY SUBMITTING THIS PROPOSAL, THE RESPONDENT CERTIFIES THAT THEY HAVE NO CONFLICT WITH ANY EMPLOYEE, AGENT, ELECTED OFFICIAL OR OFFICER OF OWNER, NOR ANY OTHER CONFLICT AS MAY BE SET FORTH HEREIN.**