

# TOWN OF OYSTER BAY

Department of Public Works  
Division of Engineering  
Nassau County, New York

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REQUEST FOR PROPOSALS  
FOR  
CONSULTANT SERVICES  
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SOLICITATION NO. 2017-19  
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**NOTES:**

- 1. ISSUANCE DATE: Thursday, November 9, 2017
- 2. **THIS RESPONSE IS DUE BY: Wednesday, November 29, 2017, 3:00PM**
- 3. COPIES TO SUBMIT: Four (4) Hardcopies + One (1) Electronic Copy

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ON-CALL ENGINEERING SERVICES RELATIVE TO:  
OPERATION AND DEVELOPMENT OF THE  
OLD BETHPAGE SOLID WASTE DISPOSAL COMPLEX  
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**PLEASE NOTE REVISED DUE DATE**

**REQUEST FOR PROPOSALS**

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**AUTHORIZED CONTACT PERSON:** Prospective firms are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Matthew Russo, P.E., Engineering Division Head  
Town of Oyster Bay Department of Public Works  
150 Miller Place  
Syosset, New York 11791  
Telephone: (516) 677-5719  
Fax: (516) 677-5940

**INTRODUCTION:** In accordance with the Town of Oyster Bay's qualification based consultant procurement policy, the Division of Engineering of the Town of Oyster Bay Department of Public Works (hereinafter referred to as "the Town") is seeking proposals from qualified professional consulting firms for various consulting services to be performed on an On-Call basis for the calendar years 2018-2019.

**FORM OF PROPOSAL:** Firms must submit four (4) hardcopies and one (1) electronic copy of each technical proposal with additional relevant information. Proposals should be organized as described in Attachment No. 1 herein.

**QUALIFICATION BASED SELECTION PROCESS:** The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm in their proposals and based upon subsequent negotiations between the Town and the firm. The review process of the RFPs submitted is based on the qualifications of the firm for the nature of that project. The selection of the firm will be in accordance with the Town of Oyster Bay Procurement Policy procedures, and based upon a Qualification Based Selection (QBS) process. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

**CRITERIA FOR EVALUATION:** The criteria to be used by the Town in evaluating these proposals shall be the following:

- The experience of the firm in assignments of similar size, scope and complexity
- Special knowledge relevant to the project
- Special equipment or facilities relevant to the project
- The size, staffing, resources and financial capability of the firm.

- The firm's knowledge and experience with Town facility(ies) and programs involved in the assignment.
- The firm's past performance with the Town
- Time constraints and deliverability service; and
- The firm's current workload, current workload remaining, workload remaining from prior years and total workload remaining with the Town.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

**USE OF SUBCONSULTANTS, CERTIFIED OUTSIDE LABORATORIES AND OTHER SUBORDINATE**

**ENTITIES:** Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants, certified outside laboratories and/or other subordinate entities. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the sub-consultant, laboratory or other entity. Further, if the proposed sub-consultant is an architectural, engineering or surveying firm, the proposal must also be accompanied by a completed and current **Federal Form SF 330 (Part II)** if such form is not already on file with the Town.

**FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS:**

It is the sole responsibility of the prospective firms to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above, arrangements may be made to visit and inspect any involved Town facilities and/or to view applicable documents. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, regardless of whether they were incurred prior to or following the submission of the proposer's proposal. The firm is to provide an updated **Federal Form SF 330 (Part II)** with their submission.

**PAYMENTS AND CLAIMS:** Payments to the successful proposer will be made in accordance with the terms of the Town of Oyster Bay Standard Consultant Agreement to be entered into between the firm and the Town.

**ON-CALL ENGINEERING RELATIVE TO  
OPERATION AND DEVELOPMENT OF THE  
OLD BETHPAGE SOLID WASTE DISPOSAL COMPLEX**

**General Project Description**

The Town owns and operates a 135 acre solid waste complex in Old Bethpage known as the Old Bethpage Solid Waste Disposal Complex ("OBSWDC"). Included at the facility are: a 40,000 square foot solid waste transfer station that processes an average of 120,000 tons of municipal solid waste per year (operated by a private vendor) with separate areas for the collection of single stream recycling and yard waste; a computerized scalehouse facility; a leachate pre-treatment facility (50,000 gallons per day capacity); a landfill gas perimeter collection system that intercepts and collects landfill gases at the facility's property line; a recycling vehicle maintenance garage; recycling collection offices; a wood and metal working maintenance shop; two former 500 tons per day refuse incinerators. While the Town does have on-site staff that operate this facility, technical assistance is needed to ensure that operations proceed efficiently and in accordance with all applicable laws, rules, regulations and consent decrees.

At any time during the contract period, the consultant may be requested to submit a proposal to perform engineering services on a task-specific basis. The scope of services anticipated during the contract period may include, but is not limited to, the following:

- Provide, as requested, oversight of each of the above- listed facilities and operations, and advise the Town of any problems that are observed or anticipated with respect to these facilities and operations.
- Provide technical assistance to the Town for the preparation and management of waste and recycling contracts for the various waste streams coming to the OBSWDC.
- Assist the Town in the evaluation of proposed waste disposal facilities by the various on-site private vendors.
- Serve as the Town's liaison to on-site private vendors.
- Provide continued services for coordination of policies and practices outlined in the Town's Solid Waste Management Plan and Comprehensive Recycling Analysis.
- Provide assistance to the Town with the planning and design of new solid waste and recycling management facilities at either the Old Bethpage Solid Waste Disposal Complex or other site.
- Analyze and prepare recommendations to the Town for the following issues:
  - Regulatory changes within New York State relating to waste management and recycling.
  - Regional trends for waste management.
  - Assess Town/Union contract work rules, as applied to waste collection.
  - Survey waste collection equipment and maintenance procedures.
  - Changes in interstate restrictions and flow control regulations.
- Miscellaneous consultation regarding solid waste management issues that may arise.
- Secure sub-consultant services for the maintenance and upgrade of the OBSWDC computer hardware and software systems, in particular the scalehouse accounting systems.
- Meet on behalf of the Town or with the Town on an as needed basis with the Town and other government agency officials regarding operations at the OBSWDC.

- Perform design work, land surveys, prepare bid specifications, and oversee construction and operation contracts upon request and as required for OBSWDC operations.
- Perform analytical sampling and analysis of the leachate treatment facility effluent and sludge as required.
- Provide engineering services for the decommissioning of the leachate treatment facility.
- Prepare draft letters on behalf of the Town to regulatory agencies regarding operations at the OBSWDC.
- Revisions/modifications and renewal of the Town's permits relating to its solid waste management facilities.
- Conduct engineering inspections of Town facilities as necessary.
- Oversee the landfill cap operation and maintenance program.
- Attend periodic progress meetings with the Town's private solid waste and recyclables hauling companies.
- Provide technical assistance with tenant issues.

**ATTACHMENT NUMBER 1**

**FORMAT OF PROPOSAL**

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Four (4) hardcopies and one (1) electronic copy shall be submitted.

**SECTION A. INTRODUCTORY STATEMENT**

**SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF**

1. Project team.
2. Provide names and resumes of key personnel proposed for this project.

**SECTION C. APPROPRIATENESS AND QUALITY OF PROPOSER'S EXPERIENCE**

1. Please include experience on projects within Long Island including projects with the Town of Oyster Bay.
2. Minimum of five (5) references with contract information (recent, similar projects preferred).

**SECTION D. PROPOSED METHODOLOGY**

Based on the project description and scope of services, the firm should discuss how it would approach and manage the project.

**SECTION E. MANPOWER COSTS**

Provide a schedule with employee wage rates for the contract period.

**SECTION F. WORKLOAD DISCLOSURE**

Provide a chart showing current projects with the Town with remaining workload in dollars and project completion percentage.

**SECTION G. SUPPLEMENTAL INFORMATION**

The firm is to provide a current Federal Form SF 330 with their submission, which will remain on file for a period of one year, per the Town's procurement policies and procedures.

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

**SECTION H. DISCLOSURE AFFADAVIT**

The firm is to provide a signed and notarized copy of the appropriate Disclosure Affidavit, provided as Attachment No. 3

## ATTACHMENT NUMBER 2

### SPECIAL REQUIREMENTS AND MODIFICATIONS

Provisions stated under Special Requirements and Modifications shall supersede and take precedence over information provided in the preceding documents and attachments.

1. Firms must provide a Maximum Hourly Wage Rate Schedule listing job classifications. The salary of all employees proposed in the response to this RFP must be within the limits of the schedule and will be subject to the approval of the Commissioner of Public Works.
2. Payment for services shall be negotiated at the time of the task proposal submission by methods outlined in Section V of the Standard Consultant Agreement.
3. When a wage rate-multiplier payment method is utilized, payment will be made on the basis of direct salary times a multiplier of **3.0**. Direct salary shall be actual salary or compensation paid by the consultant to all personnel for the work performed by them directly related to the particular project or projects assigned exclusive of insurances, payroll taxes and all other fringe benefits. In no event (regardless of the maximum wage rate schedule to be provided in accordance with the above) shall the Town pay more than the maximum hourly limit as approved by the Town Board, currently set at **\$175/hour**.
4. The consultant will not discriminate against employees or applicants for employment because of race, creed, color national origin, sex, age, disability or marital status and will undertake or continue existing programs of affirmative action to ensure that group members and women are afforded equal employment opportunities without discrimination. The consultant shall also make reasonable efforts to encourage the participation of Certified Minority- and Women-Owned Business Enterprises as sub-consultants, and retain the documentation of these efforts to be provided upon request of the Town. A listing of contractors can be found at [www.nylovesmwbe.ny.gov](http://www.nylovesmwbe.ny.gov).
5. The consultant shall submit with its proposal a copy of its current Certificate of Authorization pursuant to Section 7210 of the New York Education Law. Consultant shall also submit with its proposal the Certificate(s) of Authorization of any sub-consultant and/or subcontractor who shall perform any professional engineering services under this RFP. Failure to submit copies of said Certificate(s) shall be grounds to reject any proposal and disqualify consultant as not meeting the necessary minimum qualifications to perform the services to be performed herein.
6. Consulting firms shall be properly staffed by licensed Professional Engineers, Land Surveyors and Registered Architects by the New York State Department of Education as required by the Scope of Services. The consultant shall submit a list of licensed Professional Engineers, Land Surveyors and Registered Architects along with their license numbers to allow for proper evaluation by the Town.



**ATTACHMENT NUMBER 3**

**TOWN OF OYSTER BAY DISCLOSURE AFFADAVIT**

**INDIVIDUAL DISCLOSURE AFFIDAVIT**

CONTRACT NO.: \_\_\_\_\_

STATE OF NEW YORK )

COUNTY OF \_\_\_\_\_ ) ss.

\_\_\_\_\_, being duly sworn, deposes and says:

1. That I am \_\_\_\_\_(age), and reside at (address) \_\_\_\_\_.

2. That I am a bidder for the contract which is the subject matter of this application and am familiar with all the facts and circumstances hereinafter set forth.

3. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except: (if any, set forth details) \_\_\_\_\_.

4. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the bidder, or any officer, director or partner, member or employee of the bidder, or legally or beneficially owns or controls one (1) percent or more of the stock of the bidder, or is associated with the bidder in a joint venture, or is a party to an agreement with the bidder, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable aware of such contract – except (if any set forth details – see General Municipal Law Section 809) \_\_\_\_\_.

5. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

\_\_\_\_\_  
(signed)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_

\_\_\_\_\_  
NOTARY PUBLIC

**CORPORATE DISCLOSURE AFFIDAVIT**

CONTRACT NO. \_\_\_\_\_

STATE OF NEW YORK )

ss.

COUNTY OF )

\_\_\_\_\_, being duly sworn, deposes and says:

1. That I am the (office held) \_\_\_\_\_ of the (name of corporation) \_\_\_\_\_ and am fully familiar with all the facts and circumstances hereinafter set forth.
2. That the business address of (name of corporation) \_\_\_\_\_ is (address) \_\_\_\_\_.
3. That said corporation was incorporated under and pursuant to the Law of the State of \_\_\_\_\_.
4. That the following are the names and residences of each officer, director and shareholder: (set forth names, residences and relationship to corporation): \_\_\_\_\_.
5. That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock – except (if any, set forth details): \_\_\_\_\_.
6. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except (if any, set forth details): \_\_\_\_\_.
7. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the bidder, or any officer, director or partner, member or employee of the bidder, or legally or beneficially owns or controls one (1) percent or more of the stock of the bidder, or is associated with the applicant in a joint venture, or is a party to an agreement with the bidder, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the award of such contract – except (if any set forth details – see General Municipal Law Section 809) \_\_\_\_\_.
8. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

\_\_\_\_\_  
(signed)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_

\_\_\_\_\_  
NOTARY PUBLIC

**PARTNERSHIP DISCLOSURE AFFIDAVIT**

CONTRACT NO. \_\_\_\_\_

STATE OF NEW YORK )

COUNTY OF \_\_\_\_\_ ) ss.

\_\_\_\_\_, being duly sworn, deposes and says:

1. That I am a (partner, joint venture, etc.) \_\_\_\_\_ of the (name of partnership) \_\_\_\_\_ and fully familiar with all the facts and circumstances hereinafter set forth.

2. That the (name of partnership) \_\_\_\_\_ was established in (place) \_\_\_\_\_ on (date) \_\_\_\_\_.

3. That the following are the names, addresses and interests, respectively, of all partners (joint venturers, etc.) \_\_\_\_\_.

4. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except: (if any, set forth details) \_\_\_\_\_.

5. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the bidder, or any officer, director or partner, member or employee of the bidder, or legally or beneficially owns or controls one (1) percent or more of the stock of the bidder, or is associated with the bidder in a joint venture, or is a party to an agreement with the bidder, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable award of such contract – except (if any set forth details – see General Municipal Law Section 809) \_\_\_\_\_.

6. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

\_\_\_\_\_  
(signed)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_

\_\_\_\_\_  
NOTARY PUBLIC