

**TOWN OF OYSTER BAY
DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING
NASSAU COUNTY, NEW YORK**

**REQUEST FOR PROPOSALS
FOR
CONSULTANT SERVICES**

SOLICITATION NO. 2018-03

ISSUANCE DATE: **March 12, 2018**

THIS RESPONSE IS DUE BY: **April 5, 2018 by 3:30 PM**

RESPONSE REQUIREMENTS: **Four (4) Hardcopies and One (1) Electronic Copy**

**ENGINEERING SERVICES FOR HARRY TAPPEN BEACH
SANITARY SYSTEM IMPROVEMENTS STUDY**

*** PLEASE TAKE NOTE OF NEW 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:

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Division of Engineering
Town of Oyster Bay Dept. of Public Works
150 Miller Place
Syosset, New York 11791
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E-mail: mrusso@oysterbay-ny.gov

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.

The Town anticipates that services will be required:

From: May 2018
Through: August 2018

(hereinafter referred to as "the contract period"). The scope of the anticipated services is more fully described below under the paragraph entitled "Scope of Services".

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 RFP's submitted are based on the qualifications of the firm for the nature of that project. 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 magnitude, scope and complexity of the services to be rendered
- 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 versus the size of the assignment
- 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. However, it is further expressly acknowledged that the cost of the services to be rendered is a substantial concern.

At its discretion, in accordance with the review process, the Town may elect to interview each firm, make visits to each firm and/or inspect prior work done by each firm. Following its review the Town will then notify the three highest ranked firms of their standing and will notify the remaining firms that they will not be chosen for this project. The top ranked firm will be invited to submit cost proposals, which will be subject to negotiation. If a satisfactory agreement cannot be negotiated with such firm at a fee determined by the Town to be fair and reasonable, then negotiations with such firm will be terminated and negotiations undertaken with the second highest ranked firm. Failing accord with the second highest ranked firm, negotiations will likewise terminate and negotiations will then be undertaken with the third highest ranked firm. If acceptable terms cannot be reached with the third highest ranked firm, the selection process will be terminated and the project will be re-evaluated by 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 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.

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 entered into between the firm and the Town.

SCOPE OF SERVICES

Harry Tappen Beach (“Tappen”), located in Glenwood Landing, is a Department of Parks facility that contains the following amenities:

- Marina
- Picnic Area
- Playground
- Roller Hockey Rink
- Fishing Pier
- Launching Ramp
- Beach
- Pool
- Restaurant

The sanitary systems for the facility are divided as follows, as shown on the attached map:

- System 1 : Pool, Beach, Concession areas
- System 2 : Marina, Hockey Rink, Playground, Picnic areas
- System 3 : Marina Pump-Out Holding Tank

Due to a high water table and poor soil conditions these systems require regular pumping and may be a contributing factor to poor water quality at the beach, requiring frequent closures by the Nassau County Department of Health. The capacity of these systems has limited the Town in its ability to expand and improve the Tappen facilities, such as providing additional bathrooms and expansion of the restaurant.

Through this Request for Proposals, the Town is seeking a qualified engineering firm to perform a study to determine the available options for improvements to the sanitary systems at Tappen. It is anticipated that the following tasks will be accomplished:

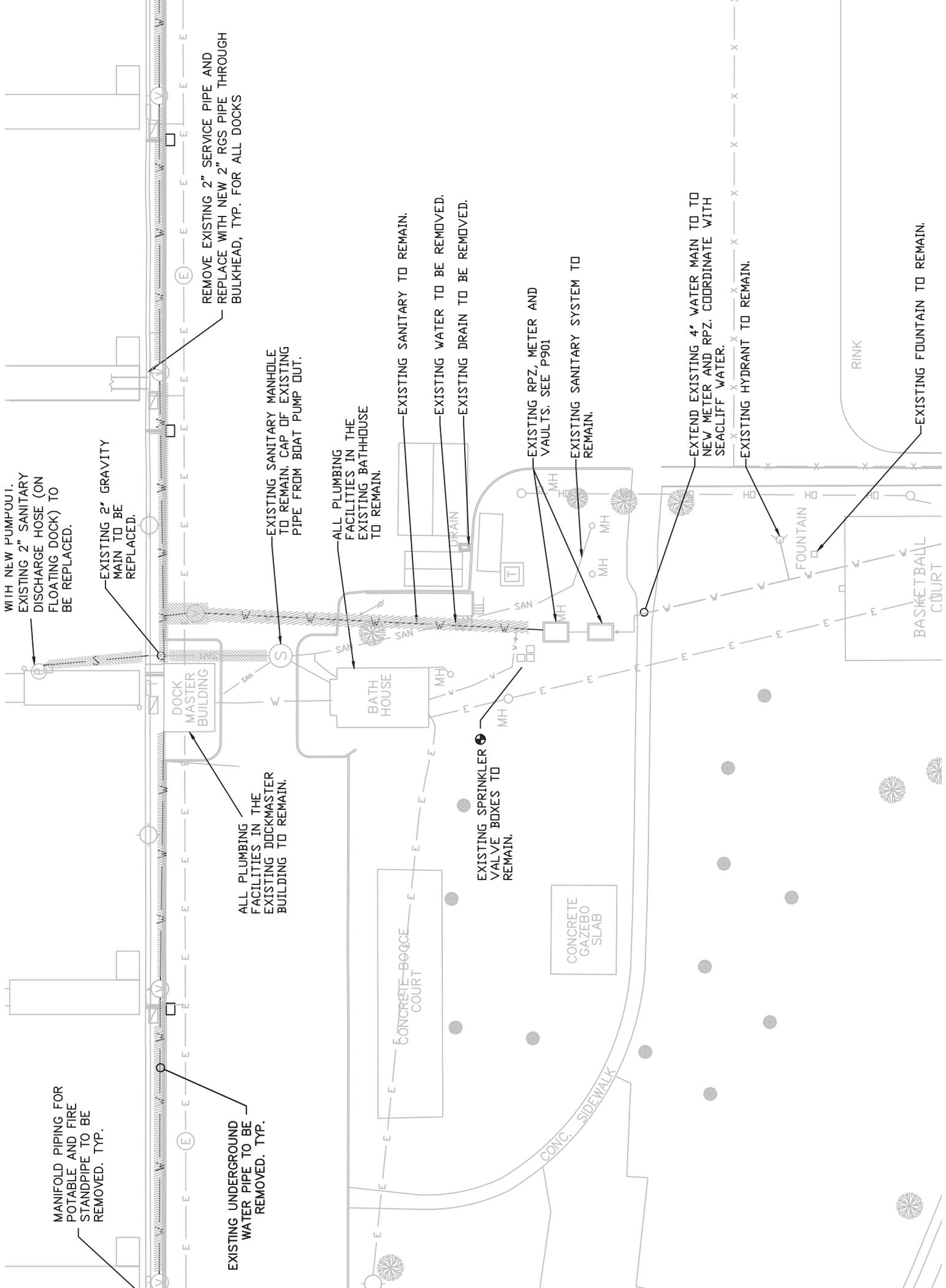
- Determine the sanitary system demand of the current facilities
- Upon discussion with the Department of Parks, determine what improvements may be planned that will impact future sanitary system demand.
- Determine the condition of the existing sanitary systems.
- Determine the maximum capacity of the existing sanitary systems.
- Perform soil borings and percolation tests as necessary for potential addition or expansion of on-site systems.
- Review existing environmental regulations in order to ascertain sanitary system improvement options.
- Identify alternatives to the Town for sanitary system improvements, which may include:
 - Expansion of existing sanitary systems
 - Installation of new on-site systems
 - Installation of an on-site sewage treatment plant
 - Connection to the Nassau County sewer collection system in Glen Cove
 - Connection to the Village of Roslyn sanitary sewer system
- Prepare an Alternatives Analysis Report which shall detail the following aspects of each proposed alternative:
 - Detailed description of the alternative
 - Construction cost estimate
 - Estimated annual operating costs
 - Maintenance/operation requirements
 - Identify necessary regulatory approvals
 - Implementation schedule
- Assist the Town in identifying potential funding sources available from County, State or Federal agencies. Provide assistance in preparing and submitting any necessary applications, reports, etc.

HARRY TAPPEN BEACH SANITARY FACILITIES MAP



APPENDIX A

**HARRY TAPPEN BEACH
SANITARY FACILITIES PLANS**



WITH NEW PUMPOUT.
EXISTING 2" SANITARY
DISCHARGE HOSE (ON
FLOATING DOCK) TO
BE REPLACED.

EXISTING 2" GRAVITY
MAIN TO BE
REPLACED.

REMOVE EXISTING 2" SERVICE PIPE AND
REPLACE WITH NEW 2" RGS PIPE THROUGH
BULKHEAD, TYP. FOR ALL DOCKS

EXISTING SANITARY MANHOLE
TO REMAIN. CAP OF EXISTING
PIPE FROM BOAT PUMP OUT.

ALL PLUMBING
FACILITIES IN THE
EXISTING BATHHOUSE
TO REMAIN.

EXISTING SANITARY TO REMAIN.

EXISTING WATER TO BE REMOVED.

EXISTING DRAIN TO BE REMOVED.

EXISTING RPZ, METER AND
VAULTS. SEE P901

EXISTING SANITARY SYSTEM TO
REMAIN.

EXTEND EXISTING 4" WATER MAIN TO TO
NEW METER AND RPZ. COORDINATE WITH
SEACLIFF WATER.

EXISTING HYDRANT TO REMAIN.

EXISTING FOUNTAIN TO REMAIN.

MANIFOLD PIPING FOR
POTABLE AND FIRE
STANDPIPE TO BE
REMOVED. TYP.

EXISTING UNDERGROUND
WATER PIPE TO BE
REMOVED. TYP.

ALL PLUMBING
FACILITIES IN THE
EXISTING DOCKMASTER
BUILDING TO REMAIN.

EXISTING SPRINKLER
VALVE BOXES TO
REMAIN.

CONCRETE
GAZEBO
SLAB

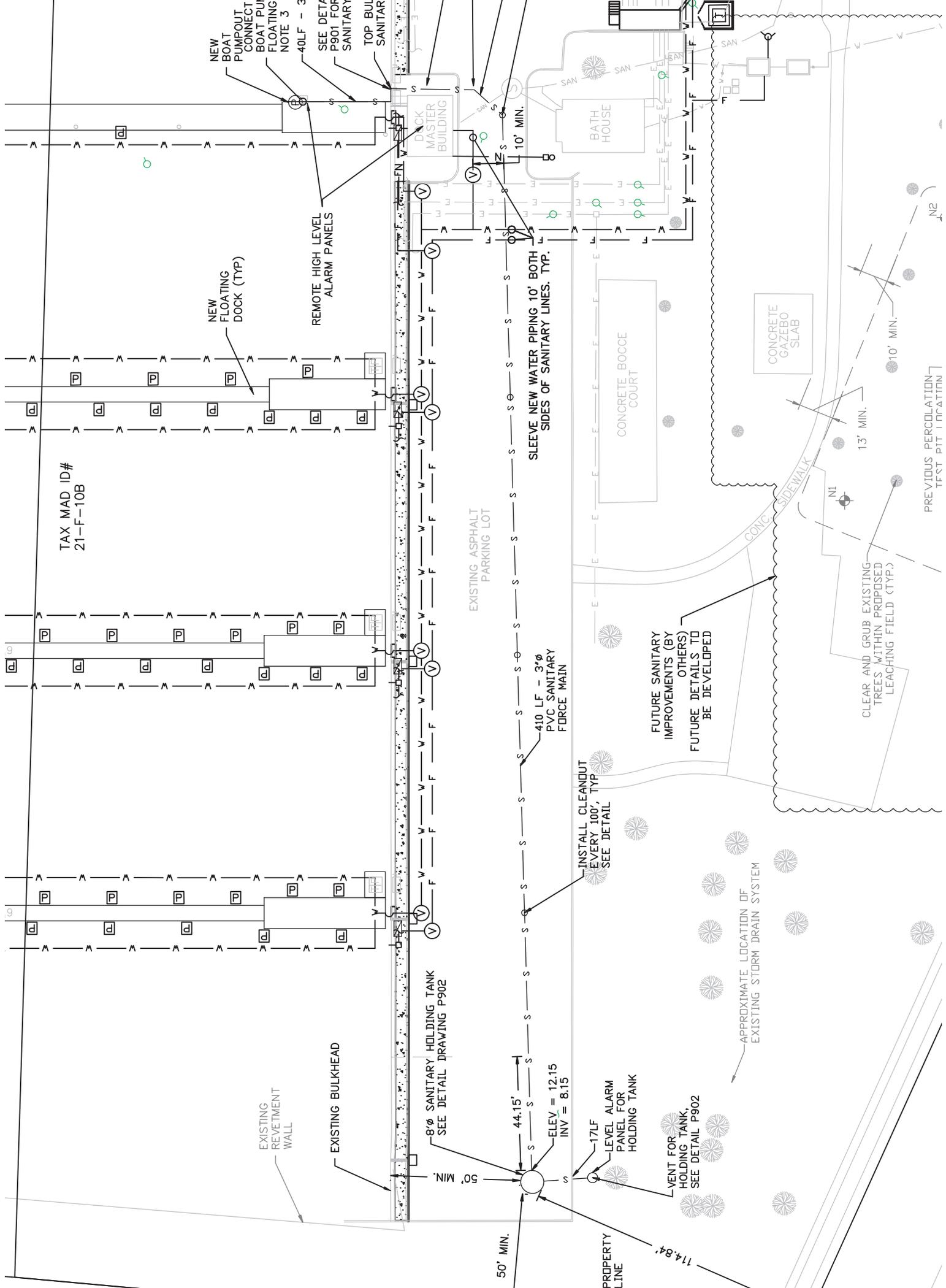
CONCRETE-BOOZE
COURT

FOUNTAIN

BASKETBALL
COURT

RINK

CONC. SIDEWALK



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. Five (5) copies 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 BREAKDOWN

Manpower estimates shall be separated by task with the employee's name, classification, percentage of time to be spent on the project, and estimated man-hours. Total hours for each Phase.

SECTION F. WORKLOAD DISCLOSURE

MAKE CHART TO SHOW THE FOLLOWING:

1. Current 2018 calendar year workload with the Town of Oyster Bay in dollars.
3. Current 2018 calendar year workload remaining with the Town of Oyster Bay in dollars.
4. Workload remaining with the Town of Oyster Bay from prior years in dollars.
5. Total workload remaining.

SECTION G. SUPPLEMENTAL INFORMATION

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

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 Department of Public Works.
2. Payments will be made to the Consultant in accordance with the terms of the Standard Consultant Agreement. If a wage rate/multiplier format 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**.
3. 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. When sub-consultants or other outside entities are to be utilized, 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.
4. Consulting firms shall be properly staffed by properly licensed and certified professionals by the State of New York. The consultant shall submit a list of licensed Professional Engineers and Registered Architects, along with their license and/or registration numbers, to allow for proper evaluation by the Town.