

REQUEST FOR PROPOSALS

Preliminary Engineering Report with Map, Plan and Report Town of Mina Findley Lake Wastewater Collection and Treatment System

Issuing Agency: Town of Mina

Municipal Official: Rebecca N. Brumagin, Supervisor

Revised Issue Date: October 14, 2021

Proposals Due: Extended to Friday, November 19, 2021, 12:00 noon

Mailing Address: PO Box 38, 2883 North Road, Findley Lake, NY 14736

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PART I

I-1. PREFACE

The Town of Mina is faced with many issues concerning the lack of a centralized sewer system, not the least of which is the quality of Findley Lake that supports the resort community and serves as the primary engine for the local tax base and economy. The Town of Mina is seeking professional guidance with developing a plan with viable options for a centralized wastewater collection and treatment system. This plan will be used as the basis for a decision by the Mina Town Board to move forward with the formation of a sewer district.

The Town is hereby requesting Licensed Professional Engineers to submit proposals to prepare a Preliminary Engineering Report that includes a Map, Plan and Report for a centralized wastewater collection and treatment system that includes suitable detail and completeness to approach regulatory and funding agencies.

I-2. DESCRIPTION OF THE TOWN AND THE PROBLEM

The Town of Mina was incorporated in 1824 and is within Chautauqua County, New York State. The 2010 Census reports the Town population at 1,042 persons. Findley Lake, a hamlet in the southwest corner of the Town of Mina, is supported by a 310-acre lake that is used primarily by full-time and seasonal residents and their guests/visitors for boating, kayaking, waterskiing, jet skiing, fishing and swimming. It is in a rural area where the watershed is predominantly forest and agricultural land, although the lakeshore is almost entirely developed with single family homes and seasonal cottages. In recent years, more and more seasonal properties have been converted to year-round residences. There are no public water or sewer districts serving properties around the lake and therefore each lot must rely on individual wells and onsite septic systems. The water quality of Findley Lake during the summer season is of paramount importance to those who use the lake for recreational enjoyment.

The vast majority of septic systems do not meet minimum NYS Department of Health standards and separation distances. Many of the onsite systems are septic tank-seepage pit systems. Additionally, soils are known to be unconsolidated gravels, which are highly permeable and allow rapid groundwater transport. The Chautauqua County Health Department is concerned about the potential health risks from elevated nitrate levels in drinking water wells. A second concern is nutrient loading to the lake from widespread diffusion of septic tank effluent directly into the water table immediately adjacent to the lakeshore. Numerous studies have been conducted regarding the quality of Findley Lake and it is currently designated as a severely impaired lake by New York State Department of Environmental Conservation. While various lake management approaches have been tried over the years including weed harvesting and the introduction of weed-eating weevils, the negative nutrient loading into the lake is primarily attributable to individual property owners' on-site septic systems.

I-3. APPROACH TO THE PROBLEM

The primary concern to Town officials considering development of a municipal wastewater system is user cost. To make the project affordable for local residents, the Town will be searching for grants and other low cost sources of financing, and all feasible methods to reduce project costs. It is critical that the proposed improvements be technically feasible and affordable. To accomplish this, the Town of Mina expects to work closely with the engineer and wishes to explore all practical

methods to reduce project costs. The engineering report would evaluate the existing condition of the sources, storage and distribution system. The report would include, but not be limited to:

- Evaluation of distribution system options.
- Preparation of cost estimates for each of the principal alternatives, including capital cost and operation and maintenance cost estimates. A recommendation and implementation plan to resolve the critical wastewater collection and treatment system.

I-4. FUNDING STRATEGIES BEING EXPLORED

The Town of Mina may be eligible for a combination grant and loan from the USDA Rural Development as well as a low interest, possibly interest free, loan from the State Revolving Fund. The Town of Mina may meet current eligibility criteria, after completion of an income survey, for funding from the Office of Homes and Community Renewal CDBG program. Other potential funding sources will need to be explored.

I-5. CONTRACT COMPENSATION

This Request for Qualifications is for procuring engineering services. A fixed lump-sum fee method of compensation is requested. Should the Town of Mina elect to proceed with a project based on the preliminary engineering work, the award of a contract pursuant to this RFP does not represent any guarantee or commitment that the selected firm will also be engaged to provide final design or construction services.

I-6. ENGINEER'S INSURANCE

The agreement between the Town of Mina and an Engineer, which may result from this procurement process, will require the Engineer to obtain and maintain insurance to protect the Engineer and the Town of Mina from claims under the Worker's Compensation Act and such Comprehensive General Liability Insurance as will protect the Town and the Engineer from all claims for bodily injury, death, or property damage which may arise from the performance by the Engineer or by the Engineer's employees for Engineer's functions and services required under the agreement.

I-7. REJECTION OF PROPOSALS

The Town of Mina reserves the right to: amend, modify or withdraw this RFP; require supplemental statements or information from proposers; extend the deadline for responses to this RFP; reject any or all proposals received pursuant to this RFP; waive or correct any irregularities in proposals received; after prior notice to the proposer; negotiate separately with competing proposers; and award a contract to as many or as few proposers as it may select.

I-8. INCURRING COSTS

This RFP does not commit the Town of Mina to award a contract, to pay the costs incurred in preparing any response to this RFP, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the proposer including the costs of duplicating background reference materials if requested. The Town of Mina shall incur no liability or obligation to any proposer except pursuant to a written contract for services, duly executed by the proposer, and an authorized signatory for the Town of Mina.

I-9. AVAILABLE INFORMATION

The following information is available on the Town of Mina website (townofmina.info); or for review between the hours of 8:30 a.m. and 4:30 p.m. Mondays, Tuesdays and Thursdays; between the hours of 8:30 a.m. and 11:30 a.m. Fridays; or by appointment with the Town Supervisor at the Town Hall, 2883 North Road, Findley Lake, NY (telephone (716) 769-7204 or email msupervisor@townofmina.info).

- The State of Findley Lake – Chautauqua County Department of Health and SUNY at Fredonia Department of Geosciences, January 2002
- The Management of Findley Lake and Its Watershed – Chautauqua County Water Quality Task Force and Findley Lake Property Owners, Inc (now known as Findley Lake Watershed Foundation), January 2002
- Sources of Unwanted Nutrients at Findley Lake, SUNY Fredonia, March 2007
- Water Quality Task Force Recommendations, Chautauqua County Water Quality Task Force, May 2007
- Total Maximum Daily Load (TMDL) for Phosphorus in Findley Lake – The Cadmus Group, Inc., July 2008
- Town of Mina Sewer Project Overview, Rebecca Brumagin, Town Supervisor, July 2015
- Engineering Report on Findley Lake Sewerage Project – Sewer District Formation – Final Map, Plan and Report, Greenman-Pedersen, Inc., January 2017
- Mandatory Inspection Program for Lakeshore Onsite Waste Treatment Systems, Chautauqua County Department of Health & Human Services, Environmental Health Unit, January 2017

I-10. RECEIPT OF PROPOSALS

To be considered, five (5) copies of the proposal must be received at the Town of Mina municipal offices, 2883 North Road, Findley Lake, NY 14736 no later than Friday, November 19, 2021, 12:00 noon.

I-11. PROPOSAL FORMAT

To be considered, proposers must submit a complete response to this RFP, using the format provided in Part II. An official authorized to bind the proposer to its provisions must sign the proposal. For this RFP, the proposal must remain valid for at least ninety (90) days. The contents of the proposal of the successful firm will become the basis for the contractual obligations if a contract for preliminary engineering is signed.

I-12. DISCLOSURE OF PROPOSAL CONTENTS

Information provided in a proposal will, to the extent allowed by law, be held in confidence and will not be revealed or discussed with competitors. If a proposal contains any information that the proposer does not want disclosed to the public or used by the Town of Mina for any purpose other than evaluation of the offer, each sheet of such information must be so marked.

I-13. PRESENTATION

Proposers may be required to make a formal presentation of their proposal to the Town of Mina. Such presentations provide an opportunity for the proposer to clarify its proposal to the Town

Board in order to ensure a thorough understanding of the material submitted. The presence of the Project Engineer who will be working specifically on the project (as opposed to marketing staff or corporate officers) will be required at the presentation.

I-14. GENERAL DESCRIPTION OF PROFESSIONAL SERVICES

The Town of Mina is seeking proposals from a Professional Engineer to prepare an Engineering Report in a format meeting the Office of Homes and Community Renewal CDBG, USDA Rural Development (in accordance with the RUS Bulletin 1780-2) and State Revolving Loan Fund (see the **Engineering Report Outline** available on EFC's website) submittal requirements and to approach funding and regulatory agencies. All DWSRF projects are subject to the State Smart Growth Public Infrastructure Policy Act and the engineer must prepare a **Smart Growth Assessment Form**. Due to a shortage of financial resources, the Town of Mina intends to work closely with the hired engineer to develop an affordable and executable project. Proposals are being sought to include, the following services:

- Review all available information collected by the Town of Mina for the project. Advise the Town of Mina if additional information is necessary for project development.
- Attend (3) three meetings with the Town of Mina Board and participate in (2) two public meetings as required. Public information meetings and public hearings are anticipated to present the chosen alternative to Town residents.
- Perform preliminary soil investigation and topographical surveys as needed.
- Provide recommendations to the Town of Mina for the most appropriate and cost-effective alternatives (considering capital costs, operation, and maintenance costs and anticipated financing) to solve its long-range problems. Present worth cost for each alternative must be computed for capital recovery and life cycle cost analysis of operation and maintenance when choosing the most cost-effective proposals.
- Prepare and submit project information for applications to CDBG, SRF and USDA Rural Development as well as other potential funding sources and include preliminary layout and cost estimates of the proposed alternative, specific to the requirements of the funding and regulatory agencies.
- Satisfactorily respond to regulatory agency review comments on the plan.
- Prepare cost estimates and time schedules for project construction. Cost estimates should identify labor, equipment, and material costs separately.
- Collaborate with the Town of Mina in meeting environmental review responsibilities. Information necessary for the Town to apply for and obtain regulatory approvals and permits must be made available to the Town as requested.
- Complete the Environmental Report (ER), in accordance with Rural Development Instruction Part 1970, ER Report Guide.
- Submit a draft Map, Plan and Report.

PART II

INFORMATION REQUIRED FROM CONSULTANTS / ENGINEERS

Engineering Proposals will be accepted no later than Friday, November 19, 2021, 12:00 noon at the Town of Mina municipal office. Five (5) copies of the Engineering Proposal, together with one (1) copy of the Fee Proposal is required. No faxed proposals will be accepted. The format of all proposals must be as outlined below:

EXECUTIVE SUMMARY

State in succinct terms your understanding of the project based on your review of pertinent background information and site visits. This narrative should also address any concerns, issues or technical requirements that the Town of Mina should consider.

PROJECT APPROACH AND TIME SCHEDULE

Describe in narrative form the project approach and proposed time schedule for providing the services identified in Section I-14 of this RFP. Modifications to the task descriptions are permitted; however, reasons for changes should be fully explained. Give an indication of the firm's ability to undertake the project in a timely manner, complete the required tasks at an accelerated pace, submit required project information to NYS Department of Health for review.

PAST EXPERIENCE AND REFERENCES

Provide a narrative description of projects currently under contract or recently completed by your firm that are similar to the project being considered by the Town of Mina. Include specific experience detailing your firm's work with funding agencies on these projects and the resulting funding breakdown for each project. Include the name and telephone number of a responsible official we may contact as a reference on each project. Experience shown should be that of the Project Engineer who would be assigned to the Town of Mina project.

PROJECT TEAM

Identify the management and professional personnel who will be directly employed in the completion of this project. Indicate where they will be physically located during the time they are engaged in the proposed work. Include education, professional licenses, and past experience in the design and construction of similar projects. Details of the project team's past experience with funding and regulating agencies are also requested.

ORAL PRESENTATION

Candidates may be required to make an oral presentation of their proposal to a coordinating committee. Such presentations provide an opportunity for the proposer to clarify the proposal so as to ensure a thorough understanding of the material submitted. The presence of the project engineer who will be working specifically on the project will be required at the presentation/interview.

FEE PROPOSAL

Provide a fixed lump-sum fee to complete the work described in Section I-14 and specifically detailed in the Project Approach section of your proposal. A separate lump sum fee for completion of the Environmental Report, in accordance with Rural Development Instruction Part 1970, ER Report Guide, should be submitted to the Town of Mina for consideration. The Fee Proposal must be placed in a sealed envelope, separate from the remainder of the proposal.