

NIAGARA FALLS WATER BOARD



REQUEST FOR PROPOSALS (“RFP”) NO. 2020-04 **ADDENDUM-1**

DESIGN REPORT FOR IMPROVEMENTS IN THE WASTEWATER TREATMENT PLANT’S PROCESSING, HANDLING AND DISPOSAL OF WASTEWATER TREATMENT PLANT RESIDUALS (SLUDGE)

**Deadline for Sealed Proposal Submissions:
Monday December 21, 2020 by 2:00 p.m. EST**

See Section 2 below for special proposal submission instructions.

A mandatory pre-proposal information session and site visit will be conducted at the Wastewater Treatment Plant, 1201 Buffalo Avenue, Niagara Falls, NY 14304 **on Tuesday, November 24, 2020 at 9:30 a.m.** Individuals will be subject to a COVID-19 screening at the WWTP entry gate that includes a temperature check and brief questionnaire. Visitors must have face covering before entering facilities and while on site.

The deadline for receipt of written questions submitted to the Water Board’s consulting engineer, Jay Meyers, P.E., at CPL (jmeyers@CPLteam.com), is **December 11, 2020** at 5:00 p.m. **Replies to all RFI’s will be responded to on December 15, 2020 by 5:00 P.M.**

AUTHORIZED WATER BOARD CONTACT:

Proposing firms are advised that they may direct technical questions to Jay Meyers, P.E., at CPL, with a copy to the Water Board’s designated contact person listed below. The Water Board’s designated contact person for this Request for Proposals is:

Douglas S. Williamson, P.E.
Director of Technical & Regulatory Services
Niagara Falls Water Board
5815 Buffalo Avenue
Niagara Falls, New York 14304
(716) 283-9770 x 2290
dwilliamson@NFWB.org

To receive updates regarding this RFP, email the authorized Water Board contact with a copy to jmeyers@CPLTeam.com to ask to be placed on the distribution list for RFP No. 2020-03.

1. Introduction and Project Description

The Niagara Falls Water Board (“NFWB”) is issuing this request for proposals (“RFP”) seeking a qualified engineering consultant to develop a report assessing the current sludge, dewatering, handling, and disposal process at the NFWB wastewater treatment plant (“WWTP”). The report will include a full description of the sludge process and provide recommendations for cost saving improvements to the process. The Project location is at the Niagara Falls Wastewater Treatment Plant, 1201 Buffalo Avenue, Niagara Falls, New York.

Proposers are encouraged to exercise creativity and innovation in crafting proposals. The Water Board seeks to procure efficient and effective services that add value for Water Board ratepayers. Sub-consultants, subcontracting, and/or joint ventures are permitted.

2. Timetable and Submission of Proposals – COVID-19

The timetable for proposal submission, a mandatory pre-proposal meeting, and for submission of written questions is set forth on the cover page for this RFP. The names of proposers whose electronic or sealed proposals were received by the deadline will be read aloud on a publicly-accessible conference call line immediately after the deadline for proposal submission. To listen live, dial (425) 436-6316 and enter access code 702193 on the date and time indicated as the deadline for proposal submissions. It is anticipated that evaluation of proposals will be completed in January 2021, and that submission of a recommendation to award to the Board of Directors will be at the Water Board’s January 2021 meeting, the date of which has not yet been set.

One (1) hard copy and one (1) electronic copy via CD or thumb drive of the proposal may be delivered to the authorized Water Board contact at the address designated above **OR** as an accommodation due to COVID-19, complete PDF copies of proposals with all required forms and documents may be emailed to the authorized Water Board contact by the deadline indicated above and these will be kept confidential until the deadline. The Water Board cannot guarantee successful transmission or receipt of PDF files and proposers must limit total email size to under 20 megabytes. You may submit your proposal in multiple parts. If you do, please include a cover email indicating the number of parts you will submit. The Water Board contact will send an acknowledgement email on receipt of a proposal. Refer to Appendix A for additional proposal submission instructions.

3. RFP Updates

The Water Board may, in its sole discretion, withdraw or modify this RFP in whole or in part, and may issue addenda in writing. The Water Board will use its best efforts to post updates to: <https://nfwb.org/reports/procurements/>. However, **to be certain to receive timely updates regarding this RFP, you must email the authorized Water Board contact and jmeyers@CPLTeam.com to ask to be placed on the distribution list for RFP No. 2020-04.**

4. Background

The Water Board is a public benefit corporation created in 2002 by a special act of the New York State Legislature. Its mission is to provide safe and reliable water and wastewater management services to our community in an economical and efficient manner. It is in the process of making substantial investments to rehabilitate and upgrade its wastewater treatment plant. The wastewater treatment plant at 1201 Buffalo Avenue, Niagara Falls, was designed in the early 1970's and is a physical/chemical treatment plant employing activated carbon filtration. Settled sludge passes through one of three belt filter presses for dewatering and is lime stabilized prior to being deposited in "lugger" containers via conveyors. At present, a contractor handles the transportation and disposal of the sludge in a local landfill. The Water Board has been advised that the contractor's cost for sludge hauling and disposal may increase significantly and seeks to reduce its sludge-disposal costs.

5. Proposal Scope and Tasks

There are two components to the RFP that the selected consultant will prepare:

I. COST PROPSAL FORDESIGN OF A NEW SLUDGE CONVEYANCE SYSTEM

- a) Cost to prepare a preliminary design for a new conveyance system to load 3 trailers, dumpster or dump trucks instead of the existing small lugger dumpsters.
- b) Cost to prepare design drawings for bidding and construction.

II. COST PROPOSAL FOR A STUDY FOR IMPROVEMENTS IN THE PROCESSING, HANDLING AND DISPOSL OF WASTEWATER PLANT SLUDGE

- a) Evaluation of the overall sludge handling process including storage and decanting/thickening, existing belt filter presses, conveyor transport system, lime addition, and disposal.
- b) Develop a summary table of typical weekly sludge generation volumes including general moisture content ("MC") measurements at various points throughout the process (influent MC to the belt presses, following belt pressing, and following lime application).
- c) Recommend improvements to the existing equipment and treatment process to reduce the disposal costs of plant residuals (sludge).
- d) Investigate alternative equipment, polymers, thickening, and dewatering processes, including drying. Provide an Opinion of Probable Cost for each proposed improvement.

- e) Evaluate potential process modifications and provide hypothetical annual economic cost/benefit analysis of the improvements over a 10-year period.
- f) Although this RFP principally is directed toward identifying potential improvements to the wastewater treatment plant, after studying existing conditions other improvements may be suggested by consultant's knowledge and experience in the wastewater field. The consultant is asked to include in its Report any additional recommendations or suggestions that may be relevant to reducing disposal costs (such as alternate disposal sites or identification of potential beneficial uses) and comments on the potential impact of environmental laws or regulations on the ability of the Water Board to implement any recommendations.

There are drawings of the existing systems and a design report from 1989 that are available electronically upon request. The Niagara Falls Water Board will select the most qualified firm for the project.

6. Additional Requirements

1. The Water Board intends to seek grant funding to cover a portion of the cost of the project. Accordingly, the consultant shall conduct all work in accordance with the rules and requirements of the NYS Environmental Facilities Corporation (“EFC”) or applicable to Clean Water State Revolving Fund (“CWSRF”) financed projects, including the timely preparation and submittal of any information or reports necessary for the Water Board to be in compliance with these rules and requirements. The relevant EFC requirements are set forth in Appendix B.
2. Consultant will pay prevailing wages as required by law.
3. Consultant will be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work, and shall take all necessary precautions for the safety and protection of all persons who may be affected by the work of consultant or its subcontractors. Prior to the commencement of work under any contract awarded as a result of this RFP, the selected consultant shall submit to the Water Board copies of a Safety Program and Site-Specific Health & Safety Plan. The Safety Program shall describe consultant’s overall safety policy, regulatory compliance plan, and applicable safety standards. The Site-Specific Health & Safety Plan shall identify the project work scope, contain a safety hazard analysis for the associated Project tasks, and include the following:
 - specific safety procedures appropriate and necessary to complete the work;
 - personal protective equipment to be used by consultant or its subcontractors for associated project tasks;
 - documentation that consultant and its subcontractors are in compliance and current with required OSHA training; and
 - a description of the frequency and types of air monitoring, personnel monitoring and instrumentation to be used, if any.

The consultant’s equipment and method of operation shall be in full compliance with OSHA Standards and satisfy all Federal, State and Local Health & Safety regulations. The Water Board may provide the consultant with comments on the Safety Program and Site-Specific Health & Safety Plan, but in no event does or will the Water Board assume responsibility for the adequacy or completeness of these plans or for adherence by consultant or consultant’s subcontractors to the same.

7.

Qualifications

Proposers are to provide a statement of qualifications meeting the requirements set forth in Appendix A. Proposers also must include in the statement of qualifications:

1. Statement of understanding of the work to be done;
2. A description of their experience with similar kinds of work;
3. A description of the firm's familiarity with NYS EFC requirements for CWSRF-financed projects;
4. Statement of logistical/organizational capabilities to perform the project;
5. Statement describing proposer's familiarity with the project area (including, but not limited to, the wastewater treatment plant, available sludge disposal options in the area, relevant state and local regulations on waste hauling, available sources of energy for improvements, etc.); and
6. Disclosure of any potential conflict of interest your firm may have or encounter if selected, and your firm's plan for resolving the conflict.

If proposer intends to use subcontractors or sub-consultants to perform more than 10% of the work that is the subject of this RFP, proposer must include details regarding the sub-consultant or subcontractor's qualifications. At a minimum, the proposal must include information regarding the sub-consultant or subcontractor's business structure, experience, and resumes or other materials detailing the qualifications of key personnel.

8. Opportunities for Minority and Women-Owned Business Enterprises

This project calls for an engineering study that requires special experience and qualifications and does not include any identified subcontracting opportunities. Following a review of New York State Minority and Women Owned Business Enterprises ("MWBE") Directory, the Niagara Falls Water Board secured a pre-RFP waiver of the MWBE requirements that normally would apply to this procurement. Therefore, there is a **0% MWBE** utilization goal is assigned to this procurement.

Even though a 0% goal has been assigned, offering subcontracting opportunities to NYS certified MWBE firms is highly encouraged and MWBE participation may be given some consideration in evaluating proposals. If proposer will use any MWBE firms, please be sure to note this in the proposal, including the name of the firm and the anticipated dollar amount of the MWBE participation.

9. Participation Opportunities for New York Certified Service-Disabled Veteran-Owned Businesses

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOBs”), thereby further integrating such businesses into New York State’s economy. Niagara Falls Water Board recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of Niagara Falls Water Board contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, Niagara Falls Water Board conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veteran’s Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

10. Cost Proposal

The total cost to the Niagara Falls Water Board for performing the proposed services shall be indicated—broken down by component and work elements, showing titles, estimated man-hours and billing rates. Payment for services will be on the basis of actual hours worked multiplied by the billing rates with a **maximum amount payable** for each scope item that is submitted on, which shall be clearly stated in the fee proposal. Set forth any proposed markup on subcontractors or expenses.

Consultants may propose on one or both components of the RFP. The NFWB reserves the right to award both or individual components to the successful firms or firms.

11. Term and Schedule

Consultant is to include in its proposal a proposed schedule for completion of the work described in this RFP. All work called for under any contract that results from this RFP shall be complete by December 31, 2021.

12. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Prior experience of the firm on projects of this type and scope (25%);
- Prior experience and expertise of the personnel to be assigned to this Project (25%);
- Past record of performance on contracts, including such factors as cost control, expedience of design and approvals, ability to maintain schedule, quality of work, and responsiveness (10%);
- Ability to meet the project schedule or proposed improvements to the schedule (20%); and
- Fee (20%).

Proposing firms may be invited to present to the Water Board or to Water Board staff and will be expected to provide prompt responses to questions and inquiries submitted through the designated Water Board contact.

RFP DATED: November 16, 2020

