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**TOWN OF NORTH HEMPSTEAD
DEPARTMENT OF PUBLIC WORKS**

**285 DENTON AVENUE
NEW HYDE PARK, NY 11040
(516) 739-6710
FAX (516) 739-6717**



Commissioner
PAUL J. DiMARIA, P.E.

Deputy Commissioner
JILLIAN GUINEY, P.E.

September 17, 2015

Re: Request for Proposals
Investigation of Storm Drainage Piping
DPW Project No. 15-18

To Whom It May Concern:

The Town of North Hempstead, Department of Public Works is requesting proposals with regard to the digital camera inspection of storm water drainage pipes in the Town of North Hempstead. The intent of the project is to procure services from a vendor who will provide all labor, material and equipment necessary to digitally scan, inspect, survey and document the condition of storm sewer drainage piping and manholes on several Town roadways. The final product shall include a written evaluation report and include photographs and video providing details regarding the condition of the drainage system components in areas as identified by the Town.

Scope

The following services are required:

1. Inspect and survey storm drains, manholes and drainage pipe segments between structures on the following streets:
 - a. Broadway between Sheridan Street and New York Avenue, approximately 2,750 lf
 - b. Railroad Avenue between Sherman Street and New York Avenue, approximately 2,500 lf
 - c. Main Street between Grand Street and Brooklyn Avenue, approximately 2,500 lf
 - d. Grand Blvd between Dickens Street and Old Country Road, approximately 3,000 lf
 - e. Rushmore Street between Broadway and Railroad Avenue, approximately 300 lf

Please see attached map for reference. The vendor shall note that the pipe diameters vary between 15 inches and 60 inches and the locations are not contiguous and will require separate set up or mobilization for various locations as requested and directed by the Town.

2. Prepare a written report summarizing the findings, including manhole and pipe type, size and condition and connections.
3. Provide CD or DVD disk(s) or flash drive containing photo files and video.
4. Meet with Town officials to review findings and attend hearings or trials to provide testimony regarding inspection procedures and findings as may be required by the Town.
5. Identify any additional items necessary to complete the investigation.

The vendor shall furnish all required equipment and safety apparatus to ensure safety of workers and public during the inspections and also maintain pedestrian and vehicular traffic during the course of the project. Vendor shall comply with all safety requirements including but not limited to confined space if deemed necessary. The vendor shall comply with all Federal, State, County and Municipal laws, ordinances and regulations pertaining to the performance and conduct of the work.

Proposal

Please forward your response regarding your interest in performing this work, including a Fee Proposal for completion of the work with details regarding your technical approach, qualifications, project team, and fee. Your fee shall include a cost per linear foot of pipe inspection, a lump sum cost for report and documentation and an hourly rate for employee(s) to attend meetings with Town and provide testimony regarding procedures and findings.

Proposals shall be delivered to Town of North Hempstead Department of Public Works at 285 Denton Avenue New Hyde Park, NY not later than Friday, September 25, 2015 at 3:30 pm.

Note that the following conditions apply to this RFP:

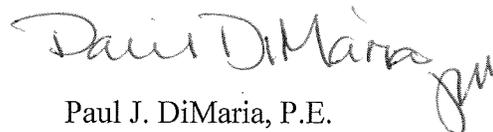
1. There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP, and the Town will not reimburse such expenses.
2. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements.
3. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.
4. The Town reserves the right, as best serves its interest, to change the due date for receipt of proposals.
5. The Firm selected to perform the services requested in this letter will be required to execute an agreement with the Town for the services on the Town's standard form. The selected firm will be

required to, to the fullest extent provided by law, defend and indemnify and save harmless the Town from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the firm. Negligent performance of service shall include, in addition to negligence founded upon tort, negligence based upon the firm's failure to meet professional standards and resulting in obvious or patent errors in the progression of its work. Nothing shall create or give third parties any claim or right of action against the firm or the Town beyond those provided by law. In addition, the selected firm will be required to procure and maintain during the term of any such agreement, with a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

- a. Commercial General Liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). The Town shall be named as additional insured on said policy.
- b. Professional Errors and Omissions insurance in the minimum of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- c. Automobile Liability combined single limit of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- d. Excess Liability in the form of umbrella form of Four Million Dollars (\$4,000,000). The Town shall be named additional insured in such policy.
- e. Worker's Compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §57(2); and
- f. Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §220(8).

Please contact me if you have any questions or require any other information.

Sincerely,



Paul J. DiMaria, P.E.
Commissioner