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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.

June 1, 2015

Re: Request for Letter Proposal for Professional Engineering Services for the
Installation of Vehicle and Equipment Washing Stations
DPW Project No. 15-09

The Town of North Hempstead Department of Public Works is issuing this Request for Proposal ("RFP") for engineering services related to the design, permitting and construction of improvements necessary to establish vehicle washing facilities at multiple Town sites.

The intent of this project is to eliminate discharge of equipment and vehicle washing wastewater to the surface waters of the United States. Considerations to be implemented may include vehicle wash reclamation systems, capture and haul systems or connection to sanitary sewer facilities. The proposed facilities shall accommodate a range of vehicles from small maintenance equipment to heavy highway equipment including dump trucks.

The selected consultant will be required to provide recommendations for the retrofit of existing Town facilities as may be required for the construction of vehicle and equipment washing stations which will be shared by crews from multiple Town yards. The consultant will be retained to prepare the complete design of at least two (2) wash station facilities and prepare plans and specifications necessary for public bid procurement.

If your firm is interested in responding to this Request for Proposal, your response must be addressed to:

Paul J. DiMaria, P.E.
Commissioner of Public Works
285 Denton Avenue
New Hyde Park, New York 11040

Three (3) bound copies and one electronic copy should be submitted. All submissions must be received at the Department of Public Works office no later than 3:30 pm June 25, 2015 and shall be based upon the general information and scope of services provided herein.

Scope of Services

The Town requests the consultant evaluate at least three (3) locations for wash stations to be constructed, the Denton Avenue Highway Facility in New Hyde Park, the Albertson Highway Facility, and the North Side Yard in Port Washington; these sites have been identified as having existing sanitary sewer disposal systems and the actual feasibility of construction and connection of a vehicle wash wastewater system needs to be investigated. Desired features include: a covered facility, an option for high pressure, hot water cleaning. Alternative sites and systems will be considered based on the consultant recommendations. The Town plans to establish wash stations at two (2) locations, which will be bid and constructed as one project.

Any and all facilities developed as part of this project must meet or exceed New York State Department of Environmental Conservation (NYSDEC) and United States Environmental Protection Agency (USEPA) Stormwater management regulations. All improvements will be subject to the approval of the authorities having jurisdiction (ie. Nassau County Dept of Health-Sanitary Sewers, Port Washington Water Pollution Control District).

The Town is seeking, at a minimum, the following services to be performed by the successful consultant:

1. Evaluate existing conditions at each of the Town facilities to identify feasibility of vehicle wash area for each site.
2. After suitable sites have been identified, perform site survey to include current topographic and utility information necessary for permitting, completion of design documents and construction.
3. Provide a schedule for the work, including design, permitting process and construction.
4. Prepare preliminary plans for Town to review.
5. Prepare and file all necessary regulatory agency permit applications (these should be identified in proposal response). Include all follow up necessary to secure permits.
6. Prepare construction cost estimates.
7. Prepare final design documents including detailed construction plans and specifications as necessary to complete the work (including civil, mechanical, electrical, plumbing and structural) in format suitable for bidding, following standard Town format.
8. Attend up to four (4) meetings with DPW and Town representatives to discuss project design requirements.
9. Conduct pre-bid activities up to contract award, respond to contractor questions and prepare any addenda necessary, review and evaluate bid proposals.
10. Construction phase services will include shop drawing review, part time inspection services, meetings, pay requisition review and approval and regulatory compliance needs.
11. Identify additional tasks necessary to fulfill project requirements.

Requirements

The Consultant shall demonstrate that it has relevant experience in performing projects of comparable value and scope. Each proposal shall be prepared concisely and avoid the use of elaborate promotional materials beyond those sufficient to provide a complete and accurate presentation.

Proposals shall include a fee proposal for completion of the work described with details regarding your technical approach and fee. The fee shall be a "Not-to-Exceed" fee based on hours billed by only technical personnel. All administrative and clerical costs shall be included in your billing rate or multiplier. The proposal must contain a task by task cost summary with estimated hours of effort, and a schedule of completion of the project with detail regarding the length of time which will be required to complete the design phase and a projection of the duration of the construction period. Furthermore, the proposal must include a project specific organizational chart and resumes of appropriate staff. The successful consultant shall identify similar projects and related experience in the design and installation of similar vehicle washing stations.

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 the following insurance coverage during the term of any such agreement with the Town, and furnish certificates of insurance evidencing its procuring the following insurance policies with a carrier holding an "A" rating from AM Best Company, or its equivalent:

- 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).

Method of Selection of Awardee

The Town representatives will evaluate each proposal received with emphasis on the following factors:

- Demonstrated relevant experience in performing projects of comparable value and scope to the work contemplated in this RFP
- Concept, methodology and approach
- Reasonableness of fees and costs
- Expertise and technical approach
- Quality of project teams overall organizational strength
- References and reputation

Notwithstanding any other provisions of this RFP the Town reserves the right to select the proposal that best meets the requirements of the RFP and not necessarily the lowest bidder.

Further the Town reserves the right, for any or no reason and in its sole and absolute discretion to amend, in whole or in part, this RFP, withdraw or cancel this RFP, or to accept or reject any or all proposals prior to the execution of a contract with no penalty to the Town.

Notice of Award

The Town shall inform the consultant that they have been selected by means of a Notice of Award issued pursuant to a resolution adopted by the Town Board. Neither the selection of a Proposer nor the issuance of Notice of Award shall constitute a binding commitment on behalf of the Town to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Town.

The Town shall enter into contract negotiations with the Awardee. Contract negotiations will include the scope of services for the project. Fees shall be based upon the hourly rates and other information provided by the Awardee in their proposal. The Contract may contain provisions not identified or described herein. The Town shall enter into a written contract with the selected proposer in a form satisfactory to the Town Board.

Questions and Answers

Questions from potential respondents regarding the RFP, the submission and content shall be entertained for a period ending June 18, 2015. Answers to inquiries shall be posted to the Town website, with reference to this RFP. All questions about the RFP shall be directed in writing (email or mail) to:

Jillian Guiney, P.E.
Department of Public Works
285 Denton Avenue
New Hyde Park, New York 11040
guineyj@northhempsteadny.gov

Sincerely,

A handwritten signature in black ink that reads "Paul Di" followed by a long horizontal flourish.

Paul J. DiMaria, P.E.
Commissioner