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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*  
VICTOR THOMAS, R.A.

October 27, 2016

Re: Request for Letter Proposal  
Professional Engineering Services associated with the  
Improvements to the Sanitary Sewer System at Town Hall II,  
Manhasset, New York  
DPW Project No. 16-18

The Town of North Hempstead, Department of Public Works is requesting a proposal from your firm in regards to the improvements to the on-site sanitary sewer system at Town Hall II at 200 Plandome Road in Manhasset.

Additional capacity is required to improve the existing sanitary system at the Town Hall II building. The existing system, located on west side of rear parking lot, appears to consist of a septic tank and two or three interconnected precast concrete cesspools. Consultant is to evaluate existing system and recommend course of action to increase storage capacity.

A site plan is attached to RFP.

Please note, the improvements to the sanitary sewer system is limited to the Town Hall II building. The sanitary systems of adjacent businesses will not be evaluated but need to be located to perform this work.

The services requested of your firm shall include the following:

1. Perform Property Survey of existing lot (including any adjacent properties that may impact design).
2. Perform Topographic Survey of existing lot (including any adjacent properties that may impact design).
3. Perform underground utility markout of existing lot. The survey shall include all existing underground utilities and structures.
4. Perform two (2) soil borings to minimum depth of 40' below grade. Please note, soil boring services are subject to NYS prevailing wage rates.
5. Evaluation of existing sanitary system for Town Hall II. Consultant is to conduct a complete inspection of Town Hall II, calculate sanitary requirements, inspect existing sanitary system to determine system efficiency and recommend course of action. If

- complete replacement of existing system is deemed necessary, proposed design shall include utilization of nitrogen reduction technology.
6. Prepare and file all necessary permits and design calculations (identify required permits (SPDES) in proposal). Coordination hours required with Nassau County Department of Health are to be included in this task.
  7. Preparation of design/bid documents (construction drawings, specifications following the Town's Boiler Plate format).
  8. Preparation of construction cost estimate and construction schedule.
  9. Conduction of pre-bid activities up to contract award, including an evaluation of bid proposals and reference check.
  10. Construction management/administration services including part time inspection, shop drawing review, contractor payment review and regulatory compliance needs. It is assumed 100 construction inspection hours will be required. **Consultant shall furnish certifications/sign-offs as required by Nassau County Department of Health.**

Please forward a response to this office regarding your interest in performing this work. Proposals shall include a fee proposal for completion of the work 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. Also provide a schedule for 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.

Please provide the Town with your proposal by Friday December 2, 2016 at 3:30 pm. Please contact me if you have any questions or require any other information.

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.

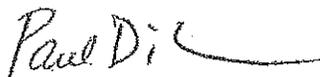
e. Worker's Compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §57(2); and

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.

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Sincerely,



Paul J. DiMaria, P.E.  
Commissioner

Cc: Robert Fazio





