

Release Date: April 2021

Request for Quotes

Overlook Apartments Green Infrastructure Design

The Essex County Soil and Water Conservation District (ECSWCD) is seeking a qualified engineering firm to develop a green infrastructure design for the Overlook Apartments property to mitigate surface stormwater and improve bioretention of runoff upland of the Sumner Brook, the Town of Armand's drinking water supply and tributary of the Saranac River. The project will assess the potential for using green infrastructure and related best management practices to control runoff, limit erosion, and improve water quality. Long term stabilization and drainage improvements are required to address on-site safety and water quality. The deliverables of this project will include a field investigation, drainage analysis, final engineering design and site plan, and cost estimates for the installation of green infrastructure to capture and infiltrate stormwater runoff to achieve water quality and quantity goals. This plan will be utilized to secure implementation funding for installation of the recommendations in the future.

The contractor must reflect adequate experience and expertise in stormwater management techniques. Any work should take into consideration access to the site and be configured with Best Management Practices (BMPs) with minimal damage to the properties.

Background

The Senior Citizens Overlook Apartments includes 30 housing units and are located in Bloomingdale, NY. Of the primary objectives to treat and control stormwater runoff entering Sumner Brook is also the need to maintain a suitable and safe living environment for the residents. The sidewalks and parking lot are generally in poor condition, exacerbated by excessive runoff and inadequate drainage. In response to past incidents it is vital to evaluate and attend to future resident risk for falls. Slope stabilization and drainage improvements will mitigate seasonal hazards. Addressing stormwater runoff and drainage and the inclusion of green infrastructure will mitigate further deterioration of essential surface infrastructure surrounding the facility and improve circulation, accessibility, environmental health and safety for tenants and visitors.

Contractor Scope of Services

1. Perform a field investigation to evaluate the existing conditions.
2. Prepare a drainage analysis outlining the property bounds and structures.
3. Include a conceptual level map with recommended drainage improvements and alternatives to mitigate the impact of stormwater runoff.
4. Provide fully (100%) engineered construction-level designs for project areas identified.
5. Provide construction cost estimates for the work to be completed. Include materials cost as well. The estimates will be used to obtain grant monies to complete the project.

Project Timeline

Work on this project will begin June 2021 with a completion date of January 2022. Firms unable to meet this timeline should not respond to this RFP.

Submittal Requirements

In order to be considered for a contract, the submittal must be complete and include the following:

1. List of tasks to be completed including, but not limited to, initial project meeting, field work, analysis and mapping, concept design work, project cost estimations and reporting of progress to project partners.
2. Projected timeline for completion of each task, staying within the required project timeline.
3. Deliverables to be created.
4. Resumes of all staff that will be working on the project.
5. Up to three examples of prior work comparable to this project.

Funding and Project Cost

The Essex County SWCD received a grant from the NYS Department of Environmental Conservation for completion of this project. The total grant award is \$9,050. Cost for this project may not exceed the total grant award however the Essex County SWCD may be able to provide some supplementary baseline data and staff support. The Essex County SWCD requests how respondents would utilize MWBE businesses.

Respondents should provide a lump sum amount for completion of each identified task within their proposal.

Selection Process

Proposals will be reviewed according to the following criteria:

- Technical capacity
- Staff experience
- Scope to be provided
- Familiarity with project scope and project area
- Cost proposal – please identify any subcontractors that will be utilized, if applicable.
- Any other information deemed necessary by project partners.

Pre-Bid Meeting

Pre-bid meeting will be held on-site at Overlook Apartments in Bloomingdale at 9:00am on Friday, April 23, 2021.

All responses to this Request can be sent by email to ahalloran@westelcom.com

Submit by 2:00 pm on May 17, 2021

If you have any questions regarding this Request for Proposals, please contact Alice Halloran or Daniel Berheide of the Essex County Soil and Water Conservation District at 518-962-8225.

Conditions

- A. This request does not commit the ECSWCD to award a contract, pay costs incurred in the preparation of a response, or procure or contract for service of any kind.
- B. The ECSWCD reserves the right, in its sole discretion, to accept or reject any or all responses as a result of this Request, to negotiate with any or all firms considered, or to cancel this request in whole or in part.
- C. Firms may be requested to clarify the contents of their submittal.
- D. All material submitted in response to this RFP will become the sole property of the ECSWCD.
- E. Response to this RFP is done solely at the cost of the respondent.
- F. Prior to entering into agreement, the Consultant/Contractor/Engineer must furnish proof that their company has the following:
 - Insurance Requirements: The Consultant/Contractor/Engineer and all subcontractors shall maintain the types and amounts listed below and shall deliver to ECSWCD Certificates of Insurance listing ECSWCD as a Named Insured for the duration of the Project:

- Comprehensive Liability Insurance with limits no less than \$1,000,000 for each occurrence and \$2,000,000 in aggregate.
- New York State-required Worker Compensation, Employer's Liability, and Disability Benefits.

Senior Citizens Overlook Apartments Location and Property Boundary



Project Bid Form

This form must be completed and signed by any and all parties wishing to be considered as a candidate for this construction project.

Name of business submitting bid: _____

Address of bidder: _____

Contact Person: _____

Telephone: _____

E-mail: _____

TOTAL BID PRICE (words): \$ _____

(Figures): \$ _____

Task 1 (Figures): \$ _____

Task 2 (Figures): \$ _____

Task 3 (Figures): \$ _____

Task 4 (Figures): \$ _____

Task 5 (Figures): \$ _____

Projected Completion Date: _____

By signing this bid form I am agreeing to its contents and hereby affirm that I am an authorized agent of said company and hereby have the authority to enter into a contract on behalf of said company according to the terms as stated above.

The bidder hereby acknowledges that they are familiar with all site limitations and requirements of this project and assume full knowledge of all aspects of the stormwater study.

The bidder understands that the ECSWCD reserves the right to reject any and/or all bids and waive any informalities in the bidding and that his bid shall be good and may not be withdrawn for a period of 30 days.

Signature: _____ Date: _____