

Release Date: April 2021

## ***Request for Bids***

### **Tin Pan Alley Green Infrastructure Feasibility Study**

The Essex County Soil and Water Conservation District (ESWCDC) is seeking a qualified engineering firm to develop a green infrastructure feasibility study aimed at capturing stormwater runoff to reduce sedimentation and nutrient loading in Lake George, which is a public drinking water source. This study will include a field investigation, watershed analysis, concept design, and cost estimates for the installation of green infrastructure projects throughout the Tin Pan Alley watershed in the Town of Ticonderoga 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**

Despite concentrated efforts, stormwater pollution continues to be a major problem in the Lake George watershed. In 2012, Warren County Soil and Water Conservation District (WCSWCD) conducted a study for the Town of Ticonderoga to investigate stormwater retrofit opportunities that affect Lake George. One of the highest priority areas identified by the WCSWCD report was the Tin Pan Alley outlet watershed (see Figure 1). This 31-acre watershed with both public and private properties has existing development, steep slopes, clay soils, shallow to bedrock soils and a high-water table. These existing conditions make it a challenging site to find a stormwater retrofit solution and the report's recommendation was that a professional engineer should investigate the design of a high-volume stormwater infiltration system. Any final design will have to consider these many factors and should result in a multi-faceted plan of attack to mitigate stormwater. The final design options should look at any new treatment options emphasizing green infrastructure filtering solutions but could include the use of a stormwater separator unit as a final treatment of the stormwater runoff.

#### **Contractor Scope of Services**

1. Perform a field investigation to evaluate the existing conditions (may require working on Private Property. Project partners will assist the contractor in obtaining permission for work on private property).
2. Prepare a watershed analysis outlining the watershed extent and include calculations of stormwater runoff events of 1, 10, 25, 50 and 100-year recurrence intervals.
3. Include a conceptual level map with recommended drainage improvements to mitigate the impact of stormwater runoff.
4. Provide concept designs for any project areas identified in the study.
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 November 1, 2021. 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 \$30,000. Cost for this project may not exceed the total grant award.

The Essex County SWCD has established an MWBE goal of 20% for this project, totaling \$6,000. Respondents should show how their proposal will utilize MWBE businesses to meet the MWBE goals for this project.

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 Tin Pan Alley at 9:00am on Wednesday, April 21, 2021.

**All responses to this Request can be sent by email to [ahalloran@westelcom.com](mailto: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, District Manager 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.

## 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: \_\_\_\_\_

Tin Pan Alley Approximate Study Area Location Map (not to scale)

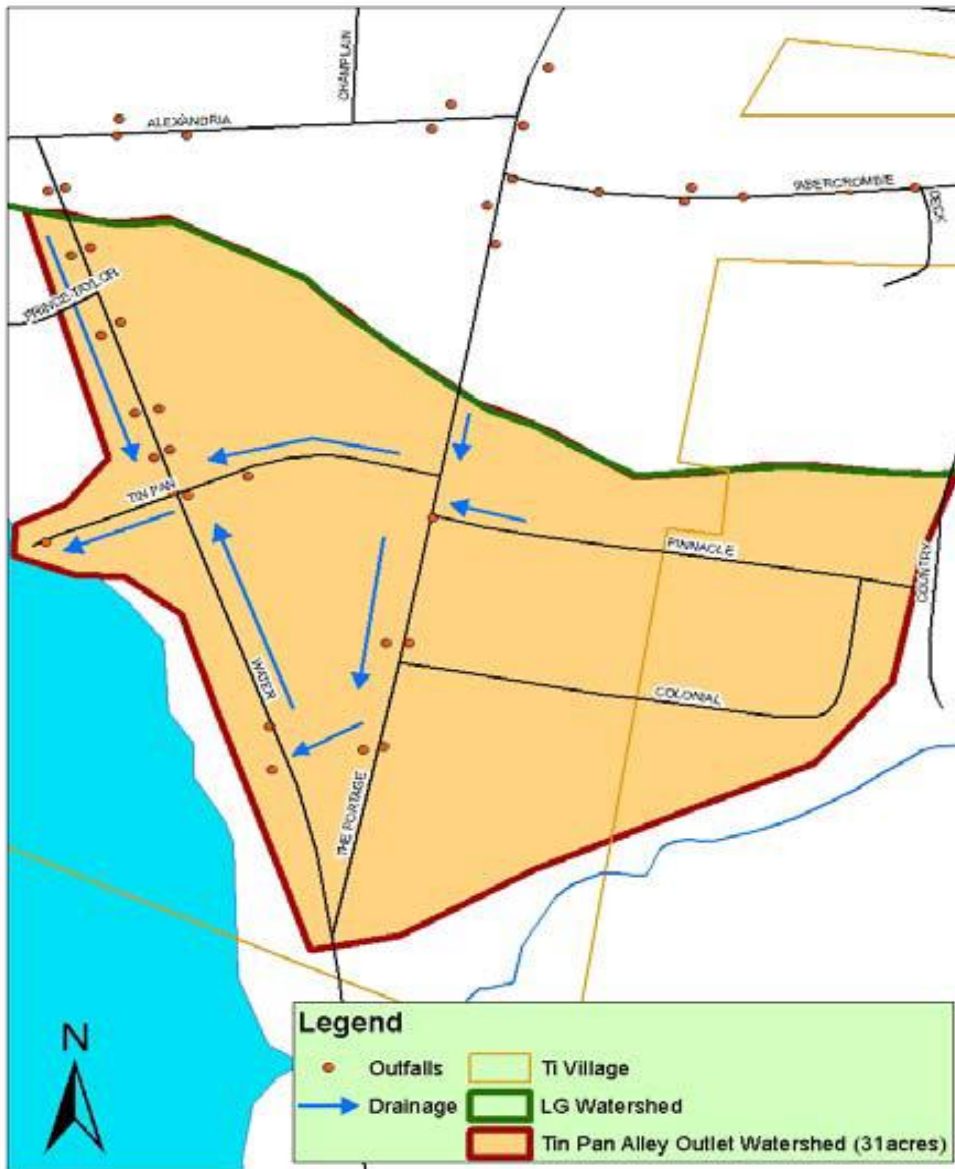


Figure 1-Tin Pan Alley Watershed