

CITY OF NORTH TONAWANDA, NEW YORK

REQUEST FOR PROPOSAL

Wastewater Treatment Plant Process Piping Assessment



May 2022

**Mayor:** Austin Tylec

**Common Council:**

Common Council President & Alderman at Large  
Alderman at Large  
1<sup>st</sup> Ward Alderman  
2<sup>nd</sup> Ward Alderman  
3<sup>rd</sup> Ward Alderman

Robert Pecoraro  
Joe Loncar  
Robert Schmigel  
Frank DiBernardo  
Joseph Lavey Jr.

**Superintendent of Wastewater/Water**

Jason Koepsell

**City Engineer:**

Chelsea L. Spahr, P.E.

**City Attorney:**

Edward Zebulske III

**City Clerk/Treasurer:**

Donna Braun

# Wastewater Treatment Plant Process Piping Assessment

PROJECT No. 2022-02

## *REQUEST FOR PROPOSAL*

### **1.0 Introduction**

The City of North Tonawanda, hereinafter referred to as the OWNER, intends to have a detailed Process Piping Assessment (PPA) prepared for the purposes of inventorying all assets, performing condition assessments, and outlining and prioritizing all needed improvements of the Wastewater Treatment Plant (WWTP) process piping. The OWNER would also require assistance in securing state and federal funding for improvements. It is the OWNER'S intentions to have a qualified engineering firm provide the OWNER with an assessment and recommendation of the process piping at the WWTP that would potentially lower maintenance costs.

Responding firms shall be experienced in municipal government projects, programs, and finances and are able to provide examples of past projects that are similar in scope and size to the project described in this document.

This document will serve to outline the professional services to be rendered by the CONSULTANT to the OWNER in order to meet the OWNER'S objectives.

### **1.1. General Information**

#### **1.1.1. Consultant's Basic Services**

The CONSULTANT'S services shall consist of all services described in this Request for Proposal.

#### **1.1.2. Consultants**

The CONSULTANT may propose and engage additional Consultants to perform portions of the services required by this Request for Proposal. When additional Consultants are engaged to perform portions of the required services, the CONSULTANT must provide a separate manpower utilization estimate for each of the additional Consultants. The OWNER retains the right to disapprove the proposed Consultant and, in said event, the CONSULTANT shall propose another Consultant for that portion of the required services.

The fees for any additional Consultants retained by the CONSULTANT for services required in this Request for Proposal will be included in the cost for Basic Services.

**1.1.3. Provisions for Payment**

The CONSULTANT is asked to bid in a lump sum amount for the services outlined in Section 2. For the purposes of the OWNER’S evaluation, the cost proposal shall include a breakdown per task, herein described, with the associated man-hours, salaries and other applicable fees.

**1.1.4. Additional Services and Extra Work**

Additional Services and/or Extra Work are defined as items of work not addressed by this Request for Proposal. Payment for additional services/extra work will be made on the basis of a lump sum amount. Proposals for Additional Services and/or Extra Work will be presented in the same manner as the Proposal for Basic Services. No extra work will be performed without authorization by the City Wastewater/Water Superintendent and the Common Council of North Tonawanda as OWNER.

**1.1.5. Reimbursable**

Include all reimbursable expenses under Compensation for Basic Services.

**1.1.6. Cost Control**

This section of the Request for Proposal is omitted.

**1.1.7. Insurance Coverage**

- 1.1.7.1. Worker’s Compensation and Employer’s Liability Insurance with a limit of \$1,000,000 under Coverage B and, where applicable, coverage under the Jones Act and the Longshore Act.
- 1.1.7.2. Comprehensive Liability Insurance (for Contractual and Independent Contractors) with limits no less than \$1,000,000 combined (Bodily Injury and Property Damage) single limit per occurrence and \$2,000,000 aggregate.
- 1.1.7.3. Comprehensive Automobile Liability Insurance covering owned, hired, and non-owned vehicles with a combined Bodily Injury and Property Damage Liability limit of at least \$1,000,000 per occurrence.
- 1.1.7.4. An Owner’s Protective Liability Policy in the name of the City of North Tonawanda.
- 1.1.7.5. Professional Consultants retained by the City of North Tonawanda in connection with the project shall show evidence of Professional Liability Insurance with limits no less than \$1,000,000.

## **2.0 Description of the Scope of Services**

The following will serve to delineate the scope and nature of services to be provided by the CONSULTANT in order to meet the objective of the OWNER as stated herein.

The basic objective of the OWNER is for the CONSULTANT to prepare a PPA for the OWNER'S WWTP including an inventory of assets, a condition assessment of assets, a prioritized list of improvements to be performed, cost estimates of improvements, and assistance in securing state and federal funding for improvements. The CONSULTANT must demonstrate that they have experience on similar pipe process improvement projects.

A listing of specific work items is given in Section 3.0 "Scope of Work." The following is a list of tasks the CONSULTANT is charged with in preparing of the PPA.

## **3.0 Scope of Work**

The following will serve to outline the OWNER'S objectives as they relate to preparing the PPA for the purpose of future capital planning of improvements at the WWTP. The CONSULTANT shall perform all services, as set forth in Section 2.0.

The "Scope of Work" items compiled are at a minimum and are only the items that were evident to the OWNER. The CONSULTANT is to use the listed work items as a guide when he/she prepares a response to this Request.

The following is a listing of items that must be addressed:

Task 1: Inventory and condition assessment of all pipe process assets at the WWTP. This list shall include all components of the following processes:

- Piping from beginning of Carbon Filter Building to Low Head Wet Well
- Piping from Low Head Pumps to Sand Filter Influent
- All Sand Filter Effluent Pipes to High Head Wet Well
- All Sand Filter Backwash Pipes
- Piping from High Head Pumps to Carbon Column Influent
- Piping from Carbon Column Effluent to Chlorine Contact Tank

The inventory shall be compiled such that it can be updated and maintained by the OWNER using standard software applications.

Task 2: Prepare a prioritized list of needed improvements based on the condition assessment of assets. This prioritized list shall include suggested alternatives to any process that could potentially save maintenance costs and a schedule of implementation.

Task 3: Prepare engineer's estimates of probable cost for all process piping improvements for purposes of future capital planning and budget forecasting.

Task 4: Prepare O&M and life-cycle costs for all proposed process piping improvements.

Task 5: Assume that the CONSULTANT will need to Attend/Conduct at least three (3) meetings with OWNER'S technical representatives including site visits to the WWTP.

#### **4.0 Availability of Existing Information**

The CONSULTANT'S proposal shall be based upon the assumptions that original plans, reports, historical data, Operation and Maintenance manuals, and Operation and Maintenance budgets are available at the WWTP. CONSULTANTS can contact Jason Koepsell, Superintendent of Wastewater/Water, to schedule any site visits to the facility for the purposes of preparing the proposal at the contact information provided at the end of this RFP.

#### **5.0 References**

The CONSULTANT shall submit a minimum of three (3) public agency references in which the CONSULTANT was engaged to perform tasks similar to those requested under this RFP. The references should include the name, title, and contact information of the public agency officer or employee for overseeing the CONSULTANT'S work in which the OWNER can contact to verify their qualifications.

#### **6.0 Scheduling Constraints**

The CONSULTANT shall take into account the following objective of the OWNER as they relate to the planning of the project. OWNER is attempting to meet July 17, 2022 Grant cycle submission.

##### **6.1 OWNER Reviews**

The OWNER will formally review the CONSULTANT'S work. The CONSULTANT shall allow seven (7) calendar days for OWNER'S review of submittals. The CONSULTANT shall be required to respond to comments made and to incorporate any needed changes into the documents within seven (7) calendar days following receipt of the OWNER'S comments.

###### **6.1.1 Evaluation Criteria**

Each proposal will be evaluated on the basis of the CONSULTANT'S expertise and experience with municipal WWTPs, cost, proposed schedule, staff allocated for this project, references, and experience with securing funding through state and federal agencies for previous projects.

## 6.2 Project Start Date

It is the OWNER'S intent to award the work under this Request for Proposal at **the June 7, 2022** Common Council Meeting. If your organization is interested, please submit via email a PDF of your proposal to [JKoepsell@northtonawanda.org](mailto:JKoepsell@northtonawanda.org) or four (4) copies at the following address by **3:00 PM, May 31, 2022:**

North Tonawanda Wastewater Treatment Plant  
830 River Road  
North Tonawanda, NY 14120-5493  
Telephone (716) 695-8560

**Attention: Jason Koepsell  
Wastewater/Water Superintendent**