



**Request for Proposals for Professional Engineering Services for Amboy
Compost Wastewater Conveyance System Improvements**

August 10th, 2022

**Deadline for the Submission of Proposals -
September 9, 2022 at 2 P.M.**

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
100 Elwood Davis Road
North Syracuse, NY 13212-4312

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www.ocrra.org

Introduction

The Onondaga County Resource Recovery Agency (“OCRRA” or “the Agency”) is a State-created public benefit corporation whose primary responsibility is to manage Onondaga County’s solid waste in an environmentally responsible manner. The Agency is governed by a 15-member Board of Directors and managed by an Executive Director. Although the Agency has been given broad powers to accomplish its purpose, its primary focus is on reducing and reusing the community’s solid waste wherever possible. The recycling component is accomplished by an active, highly regarded recycling program including a component for yard and food waste composting at two locations in the County. Recyclable material recovery is accomplished at privately owned facilities in the County. The remaining waste that is not recycled is disposed of at a state-of-the-art waste-to-energy (WTE) facility, also located in the County. The Agency also owns two

public transfer stations where solid waste, as well as construction and demolition debris is processed. Waste from the transfer stations that cannot be processed at the WTE Facility and ash residue from the WTE Facility go to a private out of County landfill. The Agency also owns a permitted landfill site in the western part of the County which has not been developed to date. More information about OCRRA's integrated solid waste management system can be found at www.ocrra.org.

Project Description

OCRRA is requesting professional engineering services related to the wastewater conveyance system at the Agency's Amboy Compost site (the Site), located at 6296 Airport Road in Syracuse New York. In 2013, the 10.3-acre Site was designed by GHD Consulting Engineers, Inc. to manage 60,000 cubic yards of food and yard waste annually. The waste is composted on-site using aerated static piles managed within eight concrete bays.

Each concrete bay collects percolated wastewater within process water collection trenches. The process water collection trenches convey wastewater via gravity to a trench that discharges to a sump upgradient of a 5,000 gallon below ground storage tank. The storage tank also receives inflow from a 4-inch floor drain that services an adjacent fabric covered steel frame building. The tank is discharged using a single grinder pump to a 1¼-inch HDPE outlet pipe. The 1¼-inch HDPE pipe is combined with a 4-inch PVC sanitary discharge from an on-site trailer. It is not clear from the record drawings how these two lines are combined; however, there is a grinder pump station that discharges to a 1¼-inch SDR 11 HDPE forcemain. Based on record drawings, the 1¼-inch forcemain is approximately 285 feet long and buried to 6-feet below grade, providing an 18-inch vertical separation from utilities and has a positive slope. The 1¼-inch forcemain discharges to an existing 24-inch ductile iron sanitary forcemain maintained by Onondaga County. The 24-inch forcemain's flow direction is west to east, parallel to the Site's southern property line.

Recently, the Agency has had issues with operation and maintenance of the 1¼-inch forcemain and regular failure of grinder pumps. Onondaga County Department of Water Environment Protection (WEP) has recommended modifying the 1¼-inch forcemain to allow for efficient operational maintenance and reconnection of the forcemain to an Onondaga County owned air relief valve/wet well located adjacent to the Site, just downstream of the 1¼ -inch forcemain's connection to the 24-inch sanitary forcemain. WEP will be replacing the 24-inch sanitary forcemain during the first quarter of 2023. It is anticipated that the forcemain will be changed to an 18-inch HDPE.

OCRRA is requesting a proposal for professional engineering services related to the following tasks:

- Evaluate the wastewater collection and conveyance system, including but not limited to the gravity fed system; holding tank and grinder pump; tank outlet pipe; sanitary discharge pipe; grinder pump station; and forcemain.
- Coordinate with WEP regarding the Onondaga County owned air relief valve/wet well and maintenance activities.
- Design a new forcemain that includes connections to existing infrastructure; appropriate cleanouts for operation and maintenance; and compliments the operation of the WEP owned infrastructure.

- Design an abandonment/restoration plan for any wastewater collection/conveyance features that will not be used with the new design.
- The proposed designs shall be provided on a set of electronic construction drawings and complete technical specifications delivered to the Agency, signed, and sealed by a New York State licensed engineer. The designs shall be in accordance with local laws and regulations and shall include material and performance specifications, construction requirements, quality assurance testing and all other information necessary for the Agency to use the drawings and technical specifications for contractor bidding and subsequent construction.
- Provide a technical memo documenting the basis of design; the proposed design (along with any supporting calculations); an engineer’s construction cost estimate; and suggested future maintenance (with estimated costs) of the wastewater collection and conveyance system for the Site.

Site Visit

Contractors are encouraged to visit the site prior to submitting a proposal to assess the current conditions and take measurements, as appropriate, for development of a proposal. Site visits shall be set up by contacting jconnery@ocrra.org and must be completed by August 26, 2022.

Inquiries

All inquiries shall be directed to Mr. Jack Connery, via email at jconnery@ocrra.org no later than 2pm Friday, August 26, 2022. OCRRA will post responses on its website at <http://ocrra.org/about-ocrra/procurements> on Friday, September 2, 2022

Public Disclosure

Prior to Proposer selection, all information contained in the main body of the proposal shall be considered confidential and not, to the extent permitted by applicable laws and regulations, subject to public disclosure due to the fact that the information will directly affect Proposer selection. The Site’s record drawings are available via appointment at OCRRA’s office (100 Elwood Davis Road, North Syracuse New York). After Proposer selection, the proposals, including any appendices, will be matters of public record and will be treated as such.

Target Dates

The following schedule shows the target dates.

<u>EVENT</u>	<u>DATE</u>
Issuance of RFP/Advertisement	Wednesday, August 10, 2022
Deadline for site visits/questions regarding the RFP	Friday, August 26, 2022, 2pm
OCRRA posts responses to questions at https://ocrra.org/about-us/information/procurements/	Friday, September 2, 2022

Proposals Due by

Friday, September 9, 2022, 2pm

Board Approval

Wednesday, October 12, 2022

Designated Contact Person

All inquiries and contacts during the procurement period shall be directed to the Designated Contact Person, Jack Connery, via email at jconnery@ocrra.org. Interested parties and their agents and representatives are directed not to contact or lobby members of the Board of Directors of OCRRA or any other OCRRA staff members regarding this RFP. Please reference the document entitled “State Finance Law Procurement Compliance Form,” found in Attachment A, for all contact information provisions.

Deadline

Proposals must be received by **2pm on Friday, September 9, 2022**.

Submittal

The proposal shall be emailed to Mr. Jack Connery, via email at jconnery@ocrra.org with “Proposal: Amboy Compost Wastewater Conveyance System Improvements” in the subject line.

Costs to Respond to RFP

Proposer is responsible for all costs associated with the preparation of a proposal. None of the costs will be the responsibility of the Agency.

Sales Taxes

OCRRA is exempt from the payment of sales taxes of New York and of cities and counties on all services, materials, equipment and supplies sold to OCRRA pursuant to this contract.

Insurance Requirements

Before commencing work, the Proposer shall procure and maintain insurance of the kinds and limits enumerated hereunder and on terms and with an insurance carrier satisfactory to the Agency. Certificates of such insurance issued by the Proposer’s insurance carrier shall be filed with the Agency before commencement of work and shall set forth the following:

General Liability	\$1,000,000	Combined single limit
Automobile Liability	\$1,000,000	Combined single limit
Workers Compensation	Statutory Limits	
Professional Liability Coverage	\$1,000,000	Combined single limit

It is required of the successful Proposer that OCRRA be added, by endorsement, as an “additional insured” on the General Liability and Automobile Liability. The foregoing insurance coverage shall not be terminated or cancelled unless OCRRA is given thirty (30) days prior written notice by the insurance carrier.

Warranty of Services

The Proposer will be required to warrant that all services performed under the Contract will be in accordance with the standards of local engineering practice in the community. Documents required to be certified by

Proposer shall be duly certified by a Professional Engineer licensed to practice in the State of New York. Upon written notice of any claim that the work does not meet that standard, Proposer shall correct or re-perform any defective or nonconforming services at no cost to OCRRA and any services corrected or performed by the Proposer pursuant to this clause shall be subject to all the provisions of this Contract to the same extent as work initially performed. If the Proposer fails or refuses to correct or re-perform, OCRRA may, by contract or otherwise, correct or replace with similar services and charge to the Proposer the cost incurred to OCRRA thereby or obtain an equitable adjustment in the Contract price. If OCRRA does not require correction or re-performance, OCRRA shall make an equitable adjustment in the Contract price.

Prevailing Wages

Where applicable, the Contractor shall pay its employees the prevailing wages for work, labor or services as required by New York Labor Law Article 8 and Article 9.

Proposal Contents

The Proposal shall include the following information:

- **Project Schedule:** The proposal should contain a separate section containing the proposed schedule to complete the project upon receipt of the notice to proceed. The final work product should be completed within three months of starting the project.
- **Project Team Overview:** The proposal shall provide a summary of the project team, identifying the role of each team member and providing a detailed description of each team member's specific experience. If this information has already been provided to the Agency, the proposal shall cite previously submitted qualifications that should be considered as part of the submitted proposal. All subcontractors shall be identified, and the scope of each subcontractor's services shall be provided. Substitution of the key individuals specified or any subcontractors identified in the proposal shall not be made without the written consent of OCRRA.
- **Client References:** The proposal shall provide several references for which similar work has been completed, including the length of the contract with each client, contact names, telephone numbers, and email addresses. OCRRA may contact these references for additional information. If this information has already been provided to the Agency, the proposal shall cite previously submitted references that should be considered.
- **Estimated Cost:** a time and materials cost, up to a certain not to exceed amount shall be clearly identified. Hourly rates/schedule of charges should be identified.
- **Supplemental Materials:** Other materials that the Proposer desires as supporting documents may also accompany the proposal. This Part may also include Minority and/or Woman-Owned Business Enterprise (M/WBE) Certification or a description of your firm's plans to incorporate the use of M/WBEs in this project. If this information has already been provided to the Agency, the proposal shall cite previously submitted materials that should be considered.
- **Completed and Signed Forms (Attachment A to this document)**
- **Cover Letter that, at a minimum, includes the following:**

- Commitment of Proposer to carry out all provisions of proposal at the quoted price (if selected by OCRRA)
- Statement that all information in the submittal, including any supplemental materials, is accurate and factual.
- Designation of an individual authorized to negotiate a contract with OCRRA.
- Signature of officer, principal or partner empowered to sign such material.

Selection

The Agency will evaluate all proposals containing the information requested and prepared in the format required by this RFP. OCRRA will only consider proposals for which the Proposer demonstrates sufficient expertise and experience, as deemed necessary and appropriate by OCRRA, and submits a cost-efficient estimate for executing the work activities. The Proposer should fully understand the selection process will not be one of simply choosing the lowest cost Proposer, but will be one of selecting the Proposal that, in OCRRA's sole opinion, best meets the Agency's needs.

Attachment A – Required Forms

The following forms must be completed and signed in order for the Proposal to be considered:

- Conflict of Interest Affidavit
- Certificate of Non-Collusion
- State Finance Law Procurement Compliance Provisions
- Disclosure to OCRRA During Procurement Process of Prior Non-Responsibility Determinations

Attachment A

CERTIFICATE OF NON-COLLUSION

Non-collusive Certifications required of all bidders/proposers/quoters under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/quoter and each person signing on behalf of the bidder/proposer/quoter certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/quoter or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/quoter and will not knowingly be disclosed by the bidder/proposer/quoter prior to opening, directly or indirectly, to any other bidder/proposer/quoter or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/quoter to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

Legal Name of Bidder/Proposer/Quoter (Typed)

Address (Typed)

City State Zip

BY: _____
Signature

Name (Typed)

Dated _____, 20__

Title (Typed)

Attachment D

Vendor Information Regarding

State Finance Law Procurement Compliance Provisions

OCRRA Procurement Regarding: _____

OCRRA Designated Procurement Contact Person(s): _____

OCRRA conducts its procurements to provide all vendors with an opportunity to compete fairly to maximize competition. New York State has enacted provisions in its State Finance Law, applicable to any contract over \$15,000.00 that further promotes fair competition. This law now requires that all communications i.e. “contacts” with the Agency regarding this procurement, after the Request to Bid, Request for Proposals, or Request for Quotes go out, must be through a designated OCRRA Procurement Contact Person. Our Designated Procurement Contact Person is listed above. All contacts by potential vendors should be through the Designated Procurement Contact Person and NO ONE ELSE! All such contacts will be recorded by the Designated Procurement Contact Person and any responding information given to a potential vendor will also be shared with all potential vendors, so no one has a competitive advantage. As a potential vendor on this procurement, you will need to fill in the Permissible Contacts Affirmation form, attached, and submit it with your bid/proposal/quote. You will also need to fill in the other part of this two page form that advises OCRRA of any Non-Responsibility Determinations under this law. If you fail to comply with the above Procurement contacts restrictions or you submit knowingly false, inaccurate or incomplete information, or you violate our OCRRA Ethics Code, you may be found to be a “Non-Responsible” vendor. This can result in a rejection of your firm for contract award, a cancellation of the contract, if later discovered (the Contract will include a cancellation provision for such a contingency), and in the event of two such findings in a four year period, debarment from obtaining any further OCRRA procurement contract for a period of four years from the time of the second violation.

Please be sure to familiarize yourself with these new legal provisions, fill out the attached forms, and contact only the Designated Procurement Contact Person during the procurement process. This will promote fair competition on this procurement and will not disqualify your firm from a potential OCRRA contract award.

Rev. 10/15/2009

Attachment C

**Disclosure to OCRRA During Procurement Process of
Prior Non-Responsibility Determinations**

OCRRA Procurement regarding: _____

OCRRA Designated Procurement Contact Person: _____

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. New York law now provides that, for any procurement over \$15,000.00, all potential vendors must disclose whether a governmental entity in New York has made a finding of "Non-Responsibility." "Non-Responsibility" is defined in State Finance Law Section 139-j and can include failure of a potential bidder/proposer/quoter to timely disclose truthful, accurate, or complete information that may allow OCRRA to make a determination as to its "responsibility" relative to this procurement as well as unauthorized procurement contacts (including contacts to someone other than the designated procurement contact) and ethics code violations. In order to qualify for consideration on this procurement, the bidder/proposer/quoter must complete and sign the form below.

(For Vendor Use)

Name and Address of Bidder/Proposer/Quoter Seeking to Enter into the Procurement Contract with OCRRA: _____

Name, Title, and Phone Number of Person Submitting this Form: _____

Has any Governmental Entity in New York made a finding of Non-Responsibility regarding the bidder/proposer/quoter seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If you answered yes to the above question, please provide details regarding the finding of Non-Responsibility below.

New York Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named bidders/proposers/quoters after a finding of intentional provision of false or incomplete information? (Please circle):

No

Yes

If yes, please provide details below:

New York Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

Bidder/proposer/quoter certifies that all information provided to OCRRA above with respect to State Finance Law §139-k is complete, true, and accurate.

By: _____ Date: _____

Signature _____

PERMISSIBLE CONTACTS AFFIRMATION

As a potential bidder/proposer/quoter on an OCRRA solicitation where the contract amount may exceed \$15,000.00, I recognize that once the solicitation issues, New York law requires that all contacts with OCRRA regarding that procurement must be through the designated OCRRA Procurement Contact Person and no one else. On behalf of my client as a potential bidder/proposer/quoter, I affirm that my client understands and agrees to comply with the procedures of the Onondaga County Resource Recovery Agency relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b). This form must be submitted with the bid, proposal, or quote.

OCRRA Designated Procurement Contact Person: _____

Vendor Signature

Print Signer's Name

Vendor Title: _____ Date: _____

Vendor Name: _____

Vendor Address: _____

