

Onondaga County, Department Of Water Environment Protection
Harbor Brook Pilot Treatment Wetlands (CSO 018)
Monitoring and Reporting Services
RFP 17-3330-002

Addendum No. 1

The Standard Onondaga County Engineering Agreement (08-11-2016) has been updated and can be found at <http://www.ongov.net/wep/rfp.html>

In addition to the DEC approved sampling plan WEP would like to add two monitoring samples to be taken when HBTW is having an effluent event. The samples shall be taken during an effluent event, after the effluent sample grab from HBTW in the following locations; directly upstream of the HBTW outfall in Harbor Brook, and downstream of the facility at the upstream side of the Holden St Culvert in Harbor Brook. The new locations are to follow the same sampling protocol and tests as the HBTW effluent.

The following is a list of questions and responses resulting from the pre-proposal meeting held February 7, 2017 and received electronically prior to the February 10, 2017 final date for submission of questions:

Questions and Responses:

1. Q: RFP states contract term is for second quarter of 2017 through end of 2018. Will there be an option to renew?
A: RFP Section 6.13 Extensions and Amendment Contract will be for one (1) year with four (4) possible one (1) year extensions requiring mutual consent of the County and the Vendor. In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules, and regulations.
2. Q: Is this considered a demo project? Is it now a treatment facility?
A: This is considered a Pilot Treatment System, and is currently part of the Metropolitan Waste Water Treatment Plant SPDES permit.
3. Q: Is there a budget for allowances? Is it on the Cost Proposal sheet?
A: The updated cost proposal sheet is included with the addendum, the allowance costs are now filled in.
4. Q: Section 7.2.3.3 – “all event sampling for influent and effluent must occur within the first 30 minutes and shall occur within the first 60 minutes” – please explain language.
A: This language is permit language that WEP is heading towards currently. The influent and effluent sample shall be taken in 60 minutes. It is WEP’s preference that the sample would be taken in the first 30 minutes. The key here is shall means “will have to”, must is intended as “is expected to”.
5. Q: Will there be grab samples or composite samples?
A: See Appendix D “CSO 018 Constructed Wetlands Pilot Treatment System Sampling Plan” Section 4.
6. Q: Is the groundwater sampling semi-annual?

A: See Appendix E “CSO 018 Constructed Wetlands Treatment System Groundwater Monitoring Work Plan” Section 2 for Sampling Activity List for frequency and Section 7.2 for Reporting and Documentation requirements. Revise Section 7.2.6.1 as follows: “Prepare and deliver Quarterly Performance Reports (QPR) and semi-annual ground water report on the running of the facility including sampling, performance, and flow collected data as prescribed in Appendices D&E.”

7. Q: Only 1 Annual Report?

A: See Appendix D “CSO 018 Constructed Wetlands Pilot Treatment System Sampling Plan” Section 7 for Data Validation and Reporting requirements. See Appendix E “CSO 018 Constructed Wetlands Treatment System Groundwater Monitoring Work Plan” Section 7.2 for Reporting and Documentation requirements.

8. Q: RFP states Consultant will work on a portion of the QPRs. Who else will be working on the Report? Anyone other than the County?

A: Section 7.2.4 states that a portion of the Quarterly Performance Reports (QPR) is included in the RFP as examples. The Consultant is to prepare and deliver to the County the QPR per Section 7.2.6 Reporting.

9. Q: Who will do performance evaluations?

A: The Consultant is to prepare and deliver the QPR per Section 7.2.6 Reporting, which includes; Prepare and deliver Quarterly Performance Reports (QPR) and semi-annual ground water report on the running of the facility including sampling, performance, and flow collected data.

10. Q: Are there example QPR reports?

A: Yes Appendix F includes QPR examples.

11. Q: Who at DEC will be reviewing the QPRs and groundwater reports?

A: WEP submits the reports to the NYSDEC Division of Water, Region 7.

12. Q: There’s a conflict between 1.6 Proposal Requirements and 3. Proposal Submittal Requirements. The requirements for 1.6 look more relevant. Please advise.

A: The consultant needs to meet the requirements of both Section 1.6 and 3.

13. Q: Do the cost sheets get included with the technical proposal or under a separate sealed envelope?

A: The proposal in its entirety including the fee proposal summary is to be submitted sealed and marked per section 3.3 Sealing and Receipt.

14. Q: Are the references referred to in 7.3 References a submittal requirement?? Please provide the names of current and past accounts of similar size and configuration. Include (a.) a current, long-term customer, (b) a current customer implemented in the past 18 months, and (c) a former customer terminated within the past 18 months for reasons other than consolidation. What does “C” mean??

A: A former customer would be a former client of the consulting firm, a customer who either terminated the agreement or the agreement ended and the client is no longer a customer. This example would need to be from the past 18 months.

15. Q: 6.5 Conflict of Interest - At the time Contractor submits a bid or if no bid is submitted, prior to performing any services under this agreement Contractor shall deliver to County's Department of Law the attached affidavit (NOT ATTACHED TO RFP) certifying that Contractor has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services to County. The affidavit shall further state that in rendering services to the County, no persons having any such interest shall be employed by Contractor. Contractor assumes full responsibility for knowing whether Contractor's officers, employees, agents, or servants have any such interest and for certifying the absence of such conflict to the County.

A: The affidavit referred to here is Attachment A. Request for Proposal Compliance Statement on the last page of the RFP. This needs to be signed or the proposal will not be considered.

16. Q: Will it be possible to use Metro's POB as a storage location for sample bottles and other materials?

A: No, it is the responder's responsibility to locate a storage location that is conveniently located for access to HBTW. Storage and handling of all associated sampling equipment is to be the consultant's responsibility.

17. Q: It is understood that that the vendor will be supplying sample bottles, but can Onondaga County provide purchase information for where they obtain sample bottles?

A: All bottles that meet the requirements of Appendix D "CSO 018 Constructed Wetlands Pilot Treatment System Sampling Plan" and Appendix E "CSO 018 Constructed Wetlands Treatment System Groundwater Monitoring Work Plan" will be satisfactory no matter the supplier.

18. Q: Section 7.2.3.2 mentions that data downloaded locally must be available 24/7. At what frequency does Onondaga County expect the vendor to download the data? Daily? Weekly? Monthly?

A: Monthly, downloading the data shall be done as part of Section 7.2.1 Maintenance of Equipment.

19. Q: Section 7.2.3.2: The RFP states that "*Much of the data from the HBTW is available over the County SCADA system, however some of the data needs to be downloaded directly.*" Can the County list the data types and devices which require manual downloads in the field?

A: It is expected that all of the data would be manually downloaded rather than rely upon WEPS SCADA system. This shall be progressed monthly as part of Section 7.2.1 Maintenance of Equipment. The following is a list of the sensors and data that is to be downloaded:

- MH 3302 contains an ISCO laser flow sensor, and a recently installed ISCO Ultrasonic level sensor. Both sets of data can be directly downloaded through the ISCO Signature located in panel A using a thumb drive.
- MH4A contains an ISCO 2150 sensor that provides velocity, level, and flow. All data needs to be manually downloaded from the device using a laptop.
- MH 5A contains an ISCO 2150 sensor that provides velocity, level, and flow. All data needs to be manually downloaded from the device using a laptop.
- MH18 & 19 contains two ISCO 2150 sensors that provide velocity, level, and flow. Both sets of data can be directly downloaded through the ISCO Signature located in a hut near MH18&19 using a thumb drive.

20. Q: Section 7.2.3.3: The RFP states that *“all event sampling for influent and effluent must occur within the first 30 minutes, and shall occur within the first 60 minutes.”* Please explain the meaning of this requirement. In addition, the SPDES permit states on page 46, *“If the bypass does not occur for more than 30 minutes, it is not necessary to collect a sample”*. On page 47 it states, *“If the bypass does not occur for more than 60 minutes, it is not necessary to collect a sample”*. Which is correct?

A: See Question 4 above for the first portion of this question. *“If the bypass does not occur for more than 60 minutes, it is not necessary to collect a sample”* is correct from the permit perspective. However WEP is hoping to exceed the current permit language and get samples within 30 minutes. If the bypass event does not last one hour the sample would then be discarded per the SOP Influent Sample Discarding provided in Appendix J.

21. Q: Section 7.2.6 Reporting: Is Data Validation and Reporting required for this effort? If so, is it included in the Consultant’s Scope of Work?

A: Data Validation and Reporting is required for this effort, they are part of Appendix D *“CSO 018 Constructed Wetlands Pilot Treatment System Sampling Plan”* and Appendix E *“CSO 018 Constructed Wetlands Treatment System Groundwater Monitoring Work Plan”* included with and referenced in the RFP.

Pre Proposal Meeting Agenda

Date: February 7, 2017

1. Introduction

The purpose of this request for proposals is to obtain the services of firm to provide professional services for providing sampling, monitoring, and reporting of the Harbor Brook Pilot Treatment Wetlands (HBTW) at CSO 018.

2. Key Dates

The schedule of events set out is the best estimate of the schedule that will be followed.

Final Date for Submission of Questions: 02/10/17

Addendum Answering all Questions Issued by County: 02/16/17

(Posted on our website at www.ongov.net/wep/rfp.html)

Proposal Submission Deadline: 03/02/17

Expected Award Date: 04/01/17

Expected Contract Start Date: 04/01/17

3. Submission of Proposals

Sealed proposals, (one [1] original, one [1] copy and one [1] electronic copy), shall be submitted to the Department of Water Environment Protection (WEP), 650 Hiawatha Boulevard West, Syracuse, New York 13204-1194 not later than March 2, 2017, 3:00 p.m. EST. Note: Packages not containing the required number of copies will be rejected.

4. Submittals of Questions Process

During the period between the earliest notice of the RFP to vendors and the contract award, no County employee can accept oral, written, or electronic contact from vendors regarding the procurement, except as authorized in Section 4 of the RFP. All proposals will remain sealed until after the submission deadline.

All questions regarding the RFP must be submitted in writing to: Mary Gates Admin. Assistant

5. Scope of Work (7 of RFP)

Onondaga County Department of Water Environment Protection (County) is soliciting proposals from selected consulting firms for technical services relating to monitoring, sampling and reporting at the Harbor Brook Pilot Treatment Wetlands (HBTW) CSO 018. The contract is targeted to be in place for the second quarter of 2017. Services for monitoring, sampling through the 1st quarter of 2018 with reporting wrapping up by April 2018. The successful proposer is required to meet the MWBE requirement of 30%. This Request for Proposal (RFP) includes the scope of the project, required Consultant services, project schedule, proposal requirements, and evaluation criteria.

6. Costing Proposal

Include your pricing proposal for Green Infrastructure Maintenance. Include any and all costs associated with any additional services you will provide to Onondaga County.

7. Important Documents


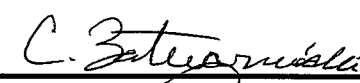
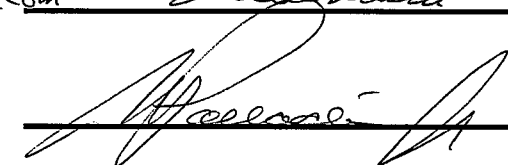
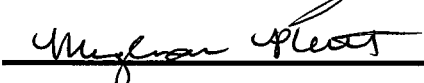
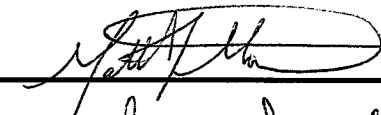
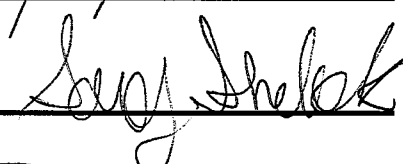


Appendix A-J

8. Questions

**ONONDAGA COUNTY, DEPARTMENT OF WATER ENVIRONMENT PROTECTION
RFP, Harbor Brook Pilot Treatment Wetlands (CSO 018), Monitoring and Reporting Services
RFP NUMBER 17-3330-002
Pre-Proposal Meeting**

Date: February 7, 2017 **Time:** 11:00 AM

Location: Metropolitan Syracuse Wastewater Treatment Plant, Administration Building

	Print Name	Company / Email	Signature
1	<u>Adam K. Woodburn</u>	<u>WEP adamwoodburn@ongov.net</u>	<u></u>
2	<u>Cynthia Zatuwarnicki</u>	<u>CH2M Cynthia.Zatuwarnicki@CH2M.com</u>	<u></u>
3	<u>BOB PALLADINE</u>	<u>C&S bpalladine@cscos.com</u>	<u></u>
4	<u>MEZHAN PLATI</u>	<u>CHA CONSULTING, MEZHAN PLATI @ CHACOMPANIES.COM</u>	<u></u>
5	<u>Matt Martin</u>	<u>Plumbing Engineering mmartin@plumbeng.com</u>	<u></u>
6	<u>Sara Sherlock</u>	<u>Chazen Companies ^{SSherlock} @chazencompanies.com</u>	<u></u>
7	<u>JOHN CAMP</u>	<u>C&S johnc@cscos.com</u>	<u></u>
8	<u>Mary Gates</u>	<u>WEP</u>	<u></u>