

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

RFP-RC-2024-049

ADDENDUM # 3

**Request for Proposals for Management Services and
Capital Improvements at the Advanced Wastewater
Treatment Plant in Hillburn, NY**

The information in this Addendum to the Request for Proposals for Management Services and Capital Improvements at the Advanced Wastewater Treatment Plant in Hillburn, NY (RFP-RC-2024-049) (the “RFP”) supersedes any contradictory information set forth in the Contract Documents. Proposers must acknowledge receipt of this Addendum in the space provided on the Business Proposal Form 1. Failure to do so, may subject the Proposer to disqualification. This Addendum forms a part of the Contract Documents.

Item No. 1:

A Pre-Proposal meeting was held on October 1, 2024, at the Rockland County Sewer District No. 1 Advanced Wastewater Treatment Plant located at 137 Route 17, Hillburn, New York. The sign-in sheet and minutes of this meeting are provided as Attachments 1 and 2, respectively, to this Addendum.

Item No. 2:

Proposers are instructed to remove Appendix B Standard Terms and Conditions for Service Contracts from the RFP documents. As such, Proposers should not complete the “Acknowledgement of Terms and Conditions” that is included in the document entitled “6-RFP Statement of Disclosures -RFP-RC-2024-049.” This Addendum reaffirms that the Service Contract that was issued as Schedule D to the RFP includes the terms and conditions that are applicable to this Project. Also, Proposers are reminded that they must complete “BPF-9 Exceptions to the Service Contract” and provide a mark-up of the Service Contract reflecting any proposed changes.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

**Attachment 1 to Addendum #3
RFP-RC-2024-049**

Pre-Proposal Conference Sign-in Sheet

ROCKLAND COUNTY SEWER DISTRICT NO.1
RFP-RC-2024-049 - Management Services and Capital Improvements at the Advanced
Wastewater Treatment Plant in Hillburn, NY
PRE-PROPOSAL CONFERENCE
SIGN-IN SHEET

Date: October 1, 2024

Time: 10:00 A.M.

Location: The Plant, 137 Route 17, Hillburn, NY

NAME	REPRESENTING	PHONE NUMBER	E-MAIL
Michael Saber	RCSD No. 1	845-365-6111	saberm@co.rockland.ny.us
Michael Herbert	H2O Innovation	845-807-1728	michael.herbert@h2oinnovation.com
KEITH HERBERT	H2O Innovation	845-866-0324	Keith.herbert@h2oinnovation.com
Abby Doyle	EDR	315-882-6149	adoyle@EDRdpc.com
Jillian Jagling	WGL	508-272-4575	DD jjagling@westgrouplaw.com
Mark Weden	Veolia	908-227-4683	markweden@veolia.co
David De Connors	Veolia	201-312-4530	david.connors@ veolia veolia.com
Gary Trapnell	Veolia	48 315-982-1878	gary.trapnell@veolia.com
CHARLES GERALDI	GRAYBAR	914.419.8080	CHARLES.GERALDI@GRAYBAR.COM
Richard DePaoli	Dack consulting	917-626-1648	rdepauli@dackconsulting.

**Attachment 2 to Addendum #3
RFP-RC-2024-049**

Minutes From Pre-Proposal Conference

MEETING MINUTES

Meeting Date/Time: October 1, 2024 at 10 AM

Location: Advanced Wastewater Treatment Plant, 137 Route 17, Hillburn, NY

RE: Pre-Proposal Conference and Tour in connection with Request for Proposals for Management Services and Capital Improvements at the Advanced Wastewater Treatment Plant located at 137 Route 17, Hillburn, NY (RFP-RC-2024-049)

1. **SIGN-IN SHEET** – All attendees were requested to sign-in and pick up a copy of the meeting agenda (copy attached)

2. WELCOME AND INTRODUCTIONS

Michael R. Saber, PE - Rockland County Sewer District No. 1
Jillian Jagling, West Group Law
Abby Doyle, EDR

3. OVERVIEW OF PROJECT BACKGROUND AND OBJECTIVES

a. Overview of objectives, scope and key requirements

The District is seeking Proposals to manage the operation, maintenance, repair and replacement at the 1.5 MGD Advanced Wastewater Treatment Plant for a 10-year term with two optional 5-year renewals.

The contract will be with the District and the County and will commence July 1, 2025. There will be a six-month transition period with the incumbent, and the Management Services will commence no later than January 1, 2026.

The RFP also includes the design and construction of Initial Capital Improvements that are detailed in the RFP and will be discussed in a minute.

4. OVERVIEW OF PROCUREMENT PROCESS

a. Discussion of procurement process, timeline, and key deadlines

This contract is being procured pursuant to the District's Special Legislation, which authorizes it to conduct this procurement *without being subject* to certain provisions of the General Municipal Law, including GML Section 103 and the Wick's Law, though it is subject to prevailing wage and a wage schedule is included in the procurement documents.

The pdf document of the main body of the RFP includes bookmarks that can assist with navigating through the various schedules and Proposal Forms.

The schedules include the following:

Schedule Description

- A. Site Visit Protocol
- B. Required Insurance
- C. Performance Guarantees
- D. Service Contract
- E. Service Fee Formula
- F. Form of Proposal Bond
- G. Form of Labor and Materials Payment Bond

- H. Form of Construction Performance Bond
- I. Form of Operations Performance Bond
- J. Scope of Initial Capital Improvements

There are also:

- 14 Business Proposal Forms,
- Price Proposal Forms for the ICIs, and
- Price Proposal forms for the Management Services.

The Price Proposal Forms must be uploaded separately from the main Proposals.

The District and the County are not obligated to select the lowest price.

Pursuant to the Special Legislation, in selecting a Proposal, the Evaluation Committee will choose the Proposal that is the most responsive to the District's RFP, and is in the best interest of the District, with the overall cost of the Proposal being a major criterion in the selection, but not the sole criterion.

Key Dates

- The deadline for questions is November 8, 2024 by 3 PM
- Proposal submission date is December 12, 2024 by 3 PM
- Proposal evaluation January – February 2025
- Contract negotiations March 2025
- Contract award June 2025

District will issue an addendum via Bonfire to all potential Proposers who downloaded the RFP for any changes to the RFP and to answer any questions it receives.

All questions must be submitted in writing to the County's Director of Purchasing. The solicitation number for this RFP must be included in the subject line of all email communications. Contact: Paul J. Brennan, FNIGP, NIGP-CPP, CPPO, email: purchasing@co.rockland.ny.us

Proposals are submitted through Bonfire. There is a document entitled "Submission Instructions" available to Proposers.

To protect the Proposer from release of sensitive information under the New York State Freedom of Information Law, Public Officers Law, Article 6, Sections 84-90, Proposers must include all Protected Information in a separate section of the Proposal that is uploaded separately. Do not incorporate Protected Information throughout the Proposal. Rather, provide a reference in the Proposal directing the reader to the specific area of this Protected Information section. If applicable, a redacted version of your Proposal eliminating trade secrets/confidential information is to be uploaded with your submission. The redacted response will be the one given for any Freedom of Information requests.

5. TECHNICAL REQUIREMENTS AND EXPECTATIONS

a. Discussion of existing conditions and operations at the Plant

The 1.5 MGD AWWTP was operational in 2010.

The plant receives flow through the influent pump station from the Villages of Hillburn and Sloatsburg along with portions of the unincorporated Town of Ramapo. Flow is also received from the District's Mahwah PS. Both discharge to the plant's headworks.

The plant has fine screens, followed by grit removal, ICEAS SBRs, flow equalization, sand filters, microfilters, and post aeration. The flow is discharged to one of two outfalls to the Ramapo River. The outfall used is determined by the river flow. Chlorination is performed in the sand filters and dechlorination

is performed in the post aeration tanks.

The sludge must be brought to the Rockland County Solid Waste Management Authority aka Rockland Green.

b. Discussion of scope of Management Services

The selected Proposer will be responsible for operation and maintenance of the Plant on a 24-hour per day, 7-day per week basis and responsible for conducting repairs and replacements as are necessary to comply with the SPDES permit and to meet the Performance Guarantees.

The Special Legislation requires that these operations, maintenance and repairs be performed by County employees. Therefore, here the selected Proposer will manage four County employees, and will be required to fill two (2) management staffing positions at all times during the Term of the Service Contract.

One position must be filled with a person with a Grade 4A and the other position must be filled with a person with a Grade 3A Certification issued by the State.

Management services also includes maintaining spare parts, safety and security at the Plant, Site maintenance, testing and analyses, and completion of required reports and applications.

The Performance Guarantees include an Effluent Guarantee, an Odor Guarantee, and a Sludge Quality Guarantee.

Excluded Items include, the micro-filtration membrane replacement, biofilter media exchange, and carbon media. Proposers are required to include a proposed cost to install each of the Excluded Items if they were required to be installed in the first year of the Service Contract, and the District will apply the CPI to the installation cost each year during the term of the Service Contract until the Excluded Items need to be replaced, if at all during the Term.

c. Discussion of scope of Capital Improvements

Schedule J to the RFP includes the Scope of the ICIs. There are 43 ICIs.

6. PROPOSAL REQUIREMENTS

a. Proposal evaluation criteria and selection process

The Proposals will be evaluated based upon four equally weighted categories of criteria: (1) Qualifications and Experience; (2) Technical Merit; (3) Business Merit; and (4) Price.

As noted earlier, Pursuant to the Special Legislation, in selecting a Proposal, the Evaluation Committee will choose the Proposal that is the most responsive to the District's RFP, and is in the best interest of the District, with the overall cost of the Proposal being a major criterion in the selection, but not the sole criterion.

b. Highlight important elements

The Proposal Security must be delivered before the scheduled due date and time. Failure to submit the Proposal Security in a timely manner will result in your Proposal being deemed non-responsive and removed from consideration for award.

Proposal security must be delivered to Rockland County Purchasing Division at 50 Sanatorium Road, Building A, 6th Floor, Pomona, NY 10970

Also, a copy of the check/bond must be uploaded with the Proposal submission in accordance with the

instructions in the RFP.

Each Proposal shall be binding for a period of one hundred eighty (180) days after the selection of a Proposer.

The selected Proposer will be required to provide a number of additional security during the term.

First, is an Operations Performance Bond equal to one million dollars (\$1,000,000.00) or, a Letter of Credit equal to one-half of the Base Fee, or a parent guarantee, at the District's discretion. This will be maintained during the term of the Service Contract.

The selected Proposer will also be required to provide, as security for performance of the ICIs, as applicable:

(1) a Labor and Materials Payment Bond in an amount equal to One Hundred Percent (100%) of the total Fixed Design-Build Price of the ICI(s); and

(2) a Construction Performance Bond in an amount equal to One Hundred Percent (100%) of the total Fixed Design-Build Price of the ICI(s).

The required forms for these bonds are provided in Schedules G, H and I to the RFP.

Proposers must provide the evidence of their ability and intention to provide this security by submission of Business Proposal Forms 4-6.

The selected Proposer will also be required to provide the Required Insurance set forth in Schedule B.

Before the Service Contract can be approved by the County Legislature, the selected Proposer must provide evidence that the Required Insurance has been obtained.

Service Contract – Proposers must submit a mark-up of the Service Contract if they take exception to any of the provisions included in the Contract.

Price Proposals shall include costs for furnishing all labor, materials and tools, equipment and performance of all services required to complete the work of the Service Contract.

In computing the Proposals, Proposers are not to include the Sales and Compensating Use Taxes of the State of New York or of any City and County in the NYS for any supplies or materials to be sold to the District, which is exempt from such taxes.

7. QUESTIONS AND ANSWERS

a. Open forum for questions re. RFP, process, scope, or other relevant topics

No questions asked.

b. Responses provided and supplemented by addendum to RFP

8. CLOSING REMARKS AND NEXT STEPS

a. Reminders about deadlines and contact information

Key Dates

- The deadline for questions is November 8, 2024 by 3 PM
- Proposal submission date is December 12, 2024 by 3 PM
- Proposal evaluation January – February 2025
- Contract negotiations March 2025

- Contract award June 2025

Contact Purchasing with questions in writing.

Additional Site visits may be scheduled upon request by contacting either Marty Dolphin or Mike Saber at 845-365-6111.

9. SITE TOUR

Participants toured the Plant.

10. ADJOURNMENT

Meeting adjourned after the tour.