

Lake Placid Village, Inc.  
REQUEST FOR PROPOSAL

Architectural/Engineering Professional Services

For

Water Quality Improvement Project (WQIP) #C01861GG – 2023 CFA

BIL and WIIA Funding for EFC Project No. C5-5512-07-00

Issued: March 18, 2024

Proposal Deadline: April 12, 2024

Submit Proposals to:

Mindy Goddeau

Treasurer, Village of Lake Placid

2693 Main Street, Suite 102

Lake Placid, New York 12946

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Water Quality Improvement Project (WQIP) #C01861GG  
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## 1. Invitation to Bid

The Village of Lake Placid seeks proposals from qualified engineering firms to complete the Village of Lake Placid Wastewater Improvement Project, as funded under NYS's funding initiatives as identified in this RFP. Interested firms are required to respond by Tuesday, April 9<sup>th</sup>, 2024 at 2:00 pm with the information requested herein. Any questions related to the RFP shall be directed to Village Treasurer Mindy Goddeau at the Village Offices, (518) 523-2597 ext. 138 or by email at [treasurer@villageoflakeplacid.ny.gov](mailto:treasurer@villageoflakeplacid.ny.gov). Questions on this RFP will be accepted by the Village Treasurer until 4:00 pm on Thursday, March 28<sup>th</sup>, 2024.

Qualified Minority and Women Owned Business (MWBE) and Service-Disabled Veteran Owned Businesses (SDVOB) are encouraged to apply. The grant funds require a 30% MWBE participation and a 6% SDVOB participation.

## 2. Background

The Village of Lake Placid is a municipality located in Essex County along the shores of Mirror Lake. The iconic Village is one of the primary economic drivers in the North Country with the Village and environs hosting thousands of national and international visitors throughout the year. The Village operates wastewater collection system and a Wastewater Treatment Plant (WWTP). The WWTP was constructed in 2004 – 2005 and is permitted to discharge up to 2.5 MGD of treated effluent to the Chubb River. The Lake Placid sewer service area and WWTP includes a relatively large system for the region, serving a highly variable population, and a high number of tourists in the summer season. The Sewer District has no significant industries; however, several restaurants and hotels in the District contribute a significant amount of flow. Wastewater flow rates and wastewater strength have remained relatively constant, with a

minimal increase over time. Organic loadings have been increasing, likely due to changes in regional tourism.

The existing treatment plant consists of Screening, Grit Removal, Primary Clarification, Activated Sludge Treatment with Secondary Clarification, and UV Disinfection. The system also consists of Sludge Thickening, Anaerobic Digestion, and Solids Dewatering. Overall, the existing plant is in good condition; however, several components exceed the recommended age of service and require major rehabilitation or replacement to continue to operate correctly and more efficiently. In addition, the main Aeration System and chemical feed systems are not operating as designed and need modifications so that the Village can meet SPDES permit requirements.

The facility has experienced recent non-compliance events with respect to the facility SPDES permit. The WWTP exceeded the SPDES permit effluent limit for ammonia nitrogen (NH<sub>3</sub>-N) in February 2020 and February 2021, and exceeded its Fecal Coliform permit limit in July 2020. Further, in 2022, the facility SPDES permit was updated to include reduced BOD, Ammonia, and Phosphorus limits. The SPDES permit includes a Schedule of Compliance that requires the facility to meet a lower phosphorus discharge limit of 1.0-mg/L (monthly average) by June 1, 2023. Review of daily monitoring report (DMR) data indicates that from 2019-2021 the facility would have exceeded that limit during 10 of 36 months.

As the existing system is still generally sized to meet the anticipated hydraulic and organic loading of the planning period, rehabilitation of the existing system was selected as the recommended alternative. Work for this alternative generally includes rehabilitation of Screening systems, Grit Removal, UV systems, Solids Thickening, and Dewatering. Replacement of the existing Aeration System and chemical feed systems are required to meet treatment limits and comply with the facility's SPDES permit, and the existing Anaerobic Digester requires the replacement of several key process and safety features. In addition to these systems, several building systems require repair to maintain current operating conditions.

### **3. Scope of Services Requested**

The Consultant would be expected to thoroughly review the 2022 Wastewater Engineering Report and related documentation to further assess the condition of the existing WWTP. Additionally, the Consultant would be expected to work closely with Village staff during the Consultant's evaluation of the WWTP unit processes, evaluate current operational challenges at the WWTP, evaluate pending SPDES Permit modifications, and evaluate how best to incorporate unit process upgrades at the WWTP while maintaining WWTP operational efficiency and dependability.

Specifically, the Consultant would be expected to provide the following deliverable. This list is not all inclusive:

- Grant Administration services
- Existing Lake Placid WWTP documentation review
- Thorough site inspection of the WWTP and detailed interviews with Village staff
- Updated engineering report and updated 2024 project costs
- Preliminary design plans and review with Village staff
- Intermediate design plans and review with Village staff
- Final design documents for regulatory review
- Biddable project plans and specifications
- Engineering services during bidding phase and contract negotiations phase
- Construction Administration and Construction Inspection services
- Project Closeout services
- Other tasks as requested by the Village of Lake Placid

#### 4. Requested Submittals

The Consultants shall include the following components in their proposals:

- A **Cover Page**, which lists the name of this study, the name of the proposing firm, and the principal contact including physical address, email address and telephone number.
- An **Introduction Page**, which includes detailed information about the firm's experience and resources for completing this project.
- A **Project Staffing Plan**, identifying project team members, their resumes and experience in similar past projects. Any subconsultants shall also be identified and shall include the same information. Staff billing rates are to be included.
- A **Project Approach**, describing how the Consultant will complete the requisite project tasks. Any field monitoring tasks will be identified in this section, along with the Consultant's ability to self-perform such tasks or which tasks will be subcontracted. All subcontracted task costs are to be included in the Consultant's scope of work and cost estimate. The Project Approach shall include a **Proposed Schedule** to complete the project.
- Description of the **Consultant's Experience** with other projects, similar in scope and size. The Consultant should provide evidence of successfully completing other EPG projects and the funding that resulted from those projects, in addition to the Consultant's experience with infrastructure improvement projects for North Country communities.
- Description of the Consultant's **Grant Funding Experience**, inclusive of grant application work and grant administration assistance through completion of the project, including funding agency closeout documentation. The Consultant's experience with North Country communities should be highlighted.

## 5. Submission Instructions

The Consultant shall submit one (1) electronic copy in pdf format (on thumb drive or via email) of their proposal and any related documents to the Village of Lake Placid Treasurer, Mindy Goddeau at Village Hall, 2693 Main Street, Suite 102, Lake Placid, NY 12946; email: [treasurer@villageoflakeplacid.ny.gov](mailto:treasurer@villageoflakeplacid.ny.gov). The submission must be received no later than 2:00 pm on Tuesday, April 9<sup>th</sup>, 2024. Paper submissions will also be accepted at the above address by the above date and time; all paper submissions must also include a thumb drive with the Consultant's proposal in pdf format.

The proposals will be reviewed by the Village's selection committee and the top three (3) proposers will be asked to attend an interview to review the Consultant's submission to allow the Village to select the most highly qualified firm to provide the required services. The selection process will comply with the NYSEFC Engineering Services Procurement Guidelines.

## 6. Selection Process

The Village's selection committee will review the proposals on the following criteria, with points awarded based upon the qualifications demonstrated in the submissions. The Village's selection committee will then select a minimum of three (3) firms with which to conduct interviews. The final selection of the Consultant shall be based upon that Consultant's written submission in addition to the interview. The following criteria, with points awarded as detailed below, will be the basis of the selection:

- Successful performance in providing professional engineering services for projects of similar scope and size. **Maximum points = 15.**
- Knowledge and familiarity with the Village's infrastructure, in particular the sanitary wastewater collection system and wastewater treatment facilities. **Maximum points = 20**
- The technical capability and experience of the Project Team, as it relates to sanitary wastewater collection systems in small communities. **Maximum points = 25**
- The availability of the Consultant's staff, and the proposed schedule of project implementation. **Maximum points = 20**
- The Consultant's experience with NYSEFC-funded projects and their experience with coordination of project development and deliverables with other State regulatory agencies. Also considered is the Consultant's proposed compliance with MWBE and SDVOB participation standards. **Maximum points = 20**

For this qualifications-based submission, the Consultant does not need to provide a cost estimate for the professional services. As part of the NYSEFC Procurement Guidelines, pursuant to the Village's review of the Consultants' qualifications and Project Approach, three (3) firms will be selected for interviews. Following the interviews, the most qualified firm will begin contract negotiation with the Village pursuant to the following section of the Guidelines, specifically:

*“Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract could not be negotiated with the most highly qualified firm, negotiation continues in order of qualification.”*