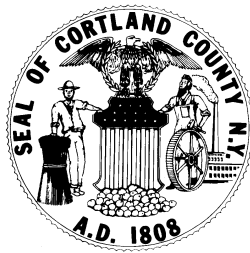


**REQUEST FOR PROPOSAL
FOR
ENGINEERING SERVICES**

**DETAILED DESIGN OF
THE LITTLE YORK LAKE DAM
REPLACEMENT PROJECT**

LOCATED IN THE TOWN OF HOMER
CORTLAND COUNTY, NY



PREPARED BY:

Cortland County Highway Department
60 Central Avenue
Cortland, NY 13045

General Information and Proposal Requirements

A. Purpose

The purpose of this “Request for Proposal” (RFP) is to solicit professional engineering firms (hereinafter called “Consultants”) for detailed proposals to perform the engineering design for the Little York Lake Dam Replacement Project. Little York Lake has a legally established lake level under the jurisdiction of the County of Cortland. The lake level is operated and maintained by the delegated authority, the Cortland County Highway Committee of the County Legislature.

The Engineer Selection Committee will review the Proposals and make a recommendation to the Highway Committee of the County Legislature, the delegated authority as named by the Cortland County Legislature, based upon an evaluation of the following criteria: recent related project experience, personnel assigned to project (Project Team), understanding of the project, schedule for completion, and estimate of hours. A presentation by the Consultants to the Selection Committee may be required prior to a final recommendation. Final selection of a design consultant will be made by the County of Cortland through its delegated authority, the Highway Committee of the County Legislature.

Background

Little York Lake is a approximately 111 acre lake located in the Towns of Homer and Preble, Cortland County, New York. The lake level is currently controlled by two separate concrete lake level control structures. The project structure provides water impoundment of said lake and provides partial lake level control using a stacked timber board weir. It is uncertain as to when the project structure was originally constructed as Cortland County does not possess original plans for this structure. However, it is estimated that the project structure was constructed prior to 1930. A separate secondary lake level control structure (not a part of this project) was constructed in 1956 and provides additional partial lake level control through the use of sliding steel weir gates. A portion of earth separates the two concrete lake level control structures. Little York Lake outlets to Lower Little York Lake / West Branch Tioughnioga River via an existing multiple steel pipe arch culvert at Little York Lake Road. The overall condition of the project structure is poor with deteriorated concrete. The timber board weirs were intended to be removable to control the level of Little York Lake. Currently, it is difficult to remove the timber boards due to jamming and misalignment of the board stays, and due to worker safety issues related to accessing the boards. Consequently, the structure is currently is operating as a fixed weir with adjustable level control provided only by the secondary structure.

A report entitled “*Dam Condition Report for Little York Dam*”, was prepared for the Cortland County Highway Department and dated July 6, 2005. The report provides an in-depth inspection of the current dam with recommendations for replacement. The report can be found at the following web address: <http://www.cortland-co.org/Highway/index.htm>, under link entitled “**RFP for Little York Lake Dam Project**”.

B. Issuing Office

This RFP was prepared for the Cortland County Legislature by the Cortland County Highway Department. The project representative for the Little York Lake Dam Replacement Project is Donald R. Chambers, Cortland County Superintendent of Highways

C. Scope of Services

The primary objective of the project will be to design a dam structure that provides impoundment as well as water level control for Little York Lake, in conjunction with the separate existing secondary control structure. The project structure will be constructed at essentially the same location as the existing Little York Dam and is it is intended that the new structure will aid to maintain the normal lake level and allow the lake level to fluctuate according to natural processes. The design must also provide for a means to discharge excess water from the lake when the level rises above the normal level. The normal level of Little York Lake has not been established. The establishment of the normal lake level shall be a part of the detailed work of the project design. NYSDEC, Cortland County government, the public and local property owner input will be gathered and must be addressed to establish a proposed normal lake level for the project. The project will require

permitting from the New York State Department of Environmental Conservation (NYSDEC) and the design of the project must comply with their requirements.

The scope of work will generally include the following:

- Calculate the flow from the watershed that is tributary to the lake. The flow from the watershed shall be calculated using the SCS method or the HEC-HMS program.
- Calculate the expected flow for the proposed structure.
- Design the dam as a control structure to maintain the lake at the normal level established by the project, allow for an overflow and accommodate the expected flow or a design flow specified by the NYSDEC.
- Prepare preliminary, advanced detail (approx. 95% detail phase) and final construction plans for the project.
- Conduct public information meetings to update stakeholders on the status of the project.
- Conduct all required Environmental Assessments and Analyses required under NEPA and NYSEQR laws.
- Prepare preliminary and final construction cost estimates for the new structure and related improvements.
- Prepare any required work incidental to appropriation of Rights of Way that are proposed for the project, including Mapping, Abstracts of title, Appraisals and Appraisal review.
- Provide R.O.W. acquisition services including developing offer letters, conducting landowner negotiations through executed purchase agreements, holding property transfer closings, and filing of deeds.
- Submit approved plans, details and other required information to the NYSDEC and Corps of Engineers and secure any permits required to construct the proposed structure.
- Prepare construction plans and bid documents for the project, sealed by a Professional Engineer who is licensed and registered to practice in the State of New York.
- Attend progress meetings with the Cortland County Highway Department or Highway Committee of the County Legislature.
- Provide Construction Phase services as the Engineer of Record for the project. Notice is hereby given that any on-site construction inspection and materials testing services necessary during the time of construction of the project will be work that is separate from and shall not be included in the work performed under this RFP. The On-site construction inspection and materials testing services during the time of construction of the project may be contracted for under separate RFP, or may be performed using the County's existing Engineering staff.

D. Agreement

The Consultant selected to provide the above-referenced services will be expected to enter into a contract similar to the County's Sample Engineering Services Agreement found on the Cortland County Website link denoted in Section A of this RFP.

E. Insurance

The Consultant shall maintain a minimum Professional Liability Coverage in accordance with the Engineering Services Agreement found on the Cortland County Website link denoted in section D of this RFP.

F. Rejection of Proposals

The County of Cortland reserves the right to reject any and all of the responses received as a result of this RFP. The County of Cortland does not intend to award a contract solely on the basis of responses to this RFP or otherwise pay for the information solicited or obtained in response to this RFP.

G. Incurred Cost

The County of Cortland will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

H. Addenda to the RFP

In the event that it becomes necessary to revise any part of this RFP, a copy of all addenda will be posted on the **Cortland County Website link denoted in Section A of this RFP**. It is the responsibility of the Consultant to check the Website for addenda. The final date for posting addenda to the Website will be 5 working days prior to the due date of the proposal.

I. Completeness of the Submitted Proposal

1. The proposal shall address all items completely and thoroughly, in an 8½" x 11" format, and shall be signed by an officer of the firm authorized to bind the Consultant to its provisions.
2. The contents and commitments in the proposal shall remain firm for one hundred twenty (120) calendar days from the submittal due date.
3. Debarment - By submitting a RFP, the Offerer certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of New York or the EPA and that it is not an agent of a person or entity that is currently debarred from submitting bids or contracts issued by any political subdivision or agency of the State of New York, or the EPA.

J. Consultant Responsibilities

The Consultant shall be capable of providing all professional services as described under the Scope of Services and to maintain those capabilities until notification that their proposal was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

K. Acceptance of RFP Content

The proposals presented will be evaluated by the Engineer's Selection Committee. The proposals will be scored on the basis of the following:

1. Recent experience with this type of engineering work,
2. Listing personnel to be assigned to this work,
3. Consultant's understanding of the project,
4. The proposed time frame for completion of the design project and man-hours by tasks.
5. A presentation by the Consultant to the Selection Committee may be required as a part of the evaluation.

Final recommendations of the highest-ranking firm(s) will be made by the Selection Committee to the Highway Committee of the County Legislature. Final approval to contract with a design consultant will be made by Resolution of the Cortland County Legislature.

L. Compensation

The fee for the Design Phase and Construction Phase shall be based upon hourly labor and overhead cost plus a fixed fee with a **not to exceed total amount for the contract**. Members of the Cortland County Highway Department, The Cortland County Administrator, the Cortland County Attorney and the selected consultant will formalize the scope of services and negotiate a fee. A breakdown of the fee for the Design Phase and Construction Phase shall be developed separately.

M. Schedule Dates

The following is an anticipated schedule for the RFP process. The County of Cortland reserves the right to modify any part of this schedule:

- | | | |
|----|---|---------------------------------------|
| 1. | Advertise Request for Proposal | March 9, 2009 |
| 2. | Proposal Due | March 30, 2009 (2:00 p.m. local time) |
| 3. | Presentation (if Required) | April 13, 2009 |
| 4. | Consultant Selected | May 28, 2009 |
| 5. | Contract Negotiations & Notice to Proceed | July 31, 2009 |
| 6. | Completion of Construction Plans, Cost Estimate,
Bid Proposal Documents and Permit Approvals | May 29, 2010 |

N. Responses

To be considered, three (3) copies of the proposal must be submitted to the Office of the Cortland County Highway Superintendent no later than 2:00 p.m. March 30, 2009, and should be addressed as follows:

Donald R. Chambers, Superintendent
Cortland County Highway Department
60 Central Avenue
Cortland, NY 13045

Consultants mailing their proposals shall allow normal mail delivery time to assure timely receipt.

O. Non-collusion

The Consultant shall be required to submit with its Proposal a fully executed Non-collusion Statement found on the Cortland County Website link denoted in Section A of this RFP.

P. Consultant Evaluation

Proposals should be complete but **concise**. Consultants will be evaluated on the following information:

1. Related Project Experience

Provide a list of related project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project. Project experience should include a water level control structure project. Project experience does not have to be for lake level control, but may be any type of impoundment.

2. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will direct and coordinate all phases of the project. Also, list the names of other key members of the project team, including environmental specialists or Subconsultants, along with their experience and expertise. Personnel with experience in the design and construction of a control structure project are preferred.

*If selected, the naming of personnel as listed above will be considered by this office to be the design project team and will be expected to be assigned to the project for its duration. **These personnel are also expected to be readily available by email, telephone and in person.***

3. Understanding of the Project

Provide a brief statement as to the Consultant's understanding of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs.

4. Federal Standard Form SF 330

Completed Federal **Standard Form SF 330** shall be submitted for the Prime Consultant and all proposed Subconsultants.

5. Schedule for Completion

A progress schedule shall be provided demonstrating the time elements in relationship to each work task. This project schedule must consider all elements and their relationships, as described in the Project Background and Scope of Services.

6. Estimate of Hours

An estimate of hours to complete the tasks outlined in the Scope of Services presented in Section C is required. The estimate is to be presented in a format that details the effort assigned to employees based on their classification.

Q. Additional Information

The submission of additional pertinent information beyond the requirements of this RFP is acceptable. This would include the identification of any work not covered in the Scope of Services presented in Section C, together with an estimate of hours for the additional work that you believe is important or necessary to meet the project's objectives.

R. Conflict of Interest

The Consultant shall prepare and submit a statement that no conflict of interest issues exist at the submission of this proposal. In addition, non-conflict of interest statements must also be provided for any subconsultant.