

REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE  
CREATION OF A SEWER SYSTEM FOR THE VILLAGE OF SOUTHAMPTON

PLEASE TAKE NOTICE that the Village of Southampton is seeking proposals and qualifications for a Consulting Team led by an Engineering Firm to prepare and submit a "Map and Plan" for the creation of a sewer system to service primarily the Village's Main Street Business District and surrounding areas (see Exhibit 1). The sewer system may include the development of a new centralized wastewater collection system and treatment facility. These services will be provided in collaboration with the Village grant writer and the Village Investment Advisor (Munistat) in connection with the funding and financing for this project.

An information package and supplemental documents will be available beginning on Friday March 26, 2021 at Village Hall, 23 Main St, Southampton, NY 11968 between 9:00 A.M. and 4:00 P.M., Monday through Friday. Information will also be available online at <http://southamptonvillage.org>

Proposals and Qualifications are due by Monday April 26, 2021 at 4:00 pm and must be submitted in a sealed envelope addressed to the "Village of Southampton Main Street Business District Wastewater Collection System RFP/RFQ", c/o Charlene Kagel-Betts, Village Administrator, Village of Southampton, 23 Main Street, Southampton, NY 11968. A Non-collusive certification required by Section 103(d) of the General Municipal Law shall be submitted with each proposal.

The Board of Trustees of the Village of Southampton will review and reserves the right to reject any and all proposals submitted to it. Each proposal shall contain the business address to which notice of acceptance may be sent. All proposals must be signed in ink.

DATED: March 23,2021

BY: Order of the Board of Trustees  
Village of Southampton

BY: Charlene Kagel-Betts CPA, Village Administrator

## **Project Background**

The Board of Trustees (the "Village Board") of the Village of Southampton (hereinafter the "Village") has made it a priority to address existing sanitary flow limitations of the Village. Not only has the water quality of Lake Agawam been negatively impacted, but the current sanitary flow limitations prevent the diversification and the expansion of business within the Village's Main Street business center and surrounding areas. The high-water table prevents existing onsite sanitary disposal systems from functioning properly and also inhibits property owners from installing new onsite disposal systems in accordance with current regulations. The shallow depth to the water table reduces the available capacity within existing leaching pools resulting in the need for costly pump out services to prevent wastewater back-up and/or overflows. It also creates a direct pathway for untreated sanitary wastewater to enter the environment, posing a potential threat to public health.

An important step in improving water quality is to create a Village sewer system. The Planning Commission, on behalf of the Trustees, has been researching potential methods for addressing wastewater issues. Several Public Hearings were held in 2014-5 and 2019-20. In 2015, a draft Map and Plan was prepared. It included a site for a central treatment plant (no longer available) and a proposed service area that is similar to the area now being considered.

Recently, the Planning Commission presented to the Trustees a report which determined that a centralized sewer system is the most practical and effective method. The report identified two potential locations. They are an existing STP that currently services Stony Brook Southampton Hospital and a site directly outside the Village's northern border on County Route 39. Other sites may be available.

In February, the Mayor and Trustees appointed a Sewer Committee to oversee the analysis and advise the Trustees. The Sewer Committee, working with the Village Administrator, will be the primary contact for the Consultant.

The Village will explore two options. Option 1 will be to develop a wastewater collection system and connect to the existing STP, and option 2 will be to develop a wastewater collection system and develop its own wastewater treatment facility.

## **Outline of Services**

The Village is seeking a qualified team to lend their experience, qualifications and professional expertise in wastewater planning and project development to assist in the successful formation of the Village of Southampton Sewer System. Based on present regulations, a "Map & Plan" compliant with the requirements of the New York State Department of Health and the requirements of the New York State Environmental Quality Review Act (SEQRA) must be prepared.

New York State Environmental Facilities Corporation (NYSEFC) is a primary potential source of funding for a sewer system. NYSEFC requires a SEQRA determination prior to advancing the project to funding. Consultant should review the attached NYSEFC checklist and include completing all of the items as part of its work program.

The Village is seeking determination of the following:

- For Option 1, cost for the collection system and connection to the Southampton Hospital STP.
- Cost of upgrades to the existing STP facility to serve an initial Phase 1 service area which focuses on Main Street and Jobs Lane.
- Feasibility and cost of expanding the existing STP to accommodate all of the flow in the service area.
- Annual operating and maintenance costs and how they could be allocated between the Hospital site and the service area.
- For Option 2, cost for the collection system and for the building a new STP facility.
- Annual operation and maintenance costs for maintaining the new facility.

- For both options, advantages and disadvantages of the Village contracting with a private entity for operations versus the County.
- Working with the Village grant writer and investment advisor, presenting options for financing capital costs and reimbursing annual operating costs.
- Analyzing potential to address Village infrastructure in the context of a sewer project. This includes rebuilding parking areas, stormwater retention, and burying utilities.

The "Map & Plan", as noted above, will set forth the costs associated with implementing the entire project and the tax implications for the taxpayers of the sewer system to be used in the formation of the taxing entity. The report will form the basis for enacting a benefit-based or Ad Valorem Sewer District, including the financial analysis required to publish a map and plan pursuant to State law.

Some of the services to be provided are:

1. Draft a motion to form a sewer system. The Village Attorney will work with the consulting team providing legal review.
2. Prepare a preliminary environmental assessment form. SEQRA to be performed in accordance with NYSEFC requirements.
3. Confirm the sewer system boundary determination (metes and bounds)
4. Confirm and determine design flows, waste, strengths, discharge limits
5. Propose size of STP and site plant/leaching area/deep well recharge system
6. Determine and/or confirm sewer system type. Identify all required infrastructure, connection points, and potential easements required for the district. Provide a layout of sewers and pump stations
7. Determine capital and annual operating and maintenance costs
8. Analyze the sewer system type (ad valorem, benefit basis) tax implications

Consulting Engineering firms are encouraged to partner with other firms, as necessary, to include environmental and financial analysis. Previous experience in assisting other local Municipalities and Villages in qualifying for and receiving grants and low-interest loans and their experience with NYSEFC will be considered in evaluating proposals.

SEQRA regulations require that an agency determine whether the action it proposes to directly undertake, fund or approve may have a significant adverse impact on the environment. If it is determined that the action may have a significant adverse impact, that agency must cause an environment impact statement (EIS) to be prepared to evaluate, and when necessary, mitigate those adverse impacts. Since this project is for the formation of a Village sewer system, the Village Board of Trustees is deemed an involved agency. An involved agency is one that has discretionary approval authority over a project and is responsible for conducting a SEQRA review.

As a first step in the environmental review process, the Village Board must "classify" the action. Actions can be Type I, Type II or Unlisted Actions. Generally, Type I actions are more likely to require preparation of an EIS, Type II actions are exempt from SEQRA review, and Unlisted actions are projects which must be evaluated because it is undetermined whether an environmental review will be required. In this instance, this proposal is based on the preliminary assessment that the action will be classified as an Unlisted Action. If the action is an Unlisted Action, the Village Board may conduct an "uncoordinated review", i.e., the Village will be responsible for reviewing the impact of its approval process and any other agency (e.g., Suffolk County) will conduct its own environmental review as part of its approval and permitting process. After the Village Board starts the environmental review process and classifies the action, it must determine whether the project is likely to have a significant adverse impact on the environment. If the Village Board determines that the action will have a significant adverse impact, the Village Board would issue a Positive Declaration and cause an EIS to be prepared. The Village Board will issue a Negative Declaration where no adverse impact is anticipated.

The Village Board relies on the long Environmental Assessment Form (EAF), Parts 1 and 2 to make this determination.

The EAF documents the characteristics of the project and the environmental features that may be affected. For example, the EAF will identify whether the project is located near, or will affect, wetlands or watercourses. Once the Village Board determines that the EAF reasonably reflects the environmental characteristics of the project and its potential impacts, it will decide whether to issue a Negative Declaration or a Positive Declaration. At this time, we anticipate that the Village Board would adopt a Negative Declaration as any needed mitigation measures could be integrated into the design of the sewer system and sewer treatment plant to reduce the potential for environmental impact.

These proposed services should include the tasks developed in the long EAF, Parts 1 and 2, including, but not limited to the following:

1. Review all prior studies, reports and memoranda related to the development of a Village sewer system.
2. Review the Village of Southampton Main Street Sewer Study, prepared in October 2020 by H2M.
3. Contact the State Office of Parks, Recreation and Historic Presentation (SHPO) to obtain a letter identifying where there is historic significance to the sites affected by the installation of the proposed sewer system.
4. Prepare an EAF with Supplement including data collection to support the effort and a narrative on specific impacts to be determined in consultation with the Village such as groundwater quality and construction impacts.
5. Respond to comments on the Long Form EAF.
6. Prepare a Negative Declaration for the Village.
7. Attend six meetings with the Sewer Committee organized by the Board of Trustees. Identify charge for additional meetings.
8. Attend two public meetings (or hearings) for the project.

### **Submittal Content**

The submittal must be organized in sections containing the following information:

**Description of Firm.** Describe each firm's legal structure, areas of expertise, length of time in business, number of employees and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.

**Experience.** Briefly describe other projects executed by your firm and other members of the team that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of

person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

**Personnel and Sub-Consultants.** Provide a professional resume for the key people proposed to be assigned to the project, including any important sub-consultants, and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.

**Project Approach.** Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches that the Village might wish to consider, or special considerations related to the programmatic/funding requirements. Your team should rely on its expertise with similar projects to demonstrate how it will effectively complete the project.

**Project Schedule and Fee Proposal.** Describe your staff workload and availability and ability of the firm to provide the resources needed. Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal. Please provide a detailed quote for each of the following components:

- Map & Plan including SEQRA (assume Long Environmental Assessment Form & no EIS)
- Identify fee proposal for each component or phase of the Map and Plan.
- Engineering Design Report (following NYSEFC/DEC Engineering Design Report Outline)
- Pre-Design Effort (soft costs – survey, utility mapping/coordination, soil borings, geo-tech)
- Detailed Design (prepare plans & specifications – construction documents)
- NYS Environmental Facilities Corporation (EFC)- The Village will apply for funding from EFC. Therefore, the team should meet all criteria within the most recent EFC Engineering report template (Exhibit 2).

**Potential Conflicts.** Identify any potential conflicts of interest with existing work being performed for the Village or for businesses and property owners within the proposed service area.

**Additional Information.** Questions regarding the project may be directed to Charlene Kagel-Betts, Village Administrator Village of Southampton, 23 Main Street, Southampton, NY 11968. E mail to [ckagel-betts@southamptonvillage.org](mailto:ckagel-betts@southamptonvillage.org).

**Submittal Deadline.** Five (5) copies of the qualifications submittal must be received in a sealed envelope marked "Village Main Street Business Sewer System RFQ/RFP" no later than 4:00 pm on Monday April 26th, 2021.

### **Selection Process**

Teams will be ranked based on qualifications and the Board of Trustees may choose to interview several of the top ranked teams. However, at its discretion, the Board of Trustees may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the following factors:

1. Firm History and capability to perform project
2. Relevant project experience
3. Qualifications of project team
4. Familiarity with area and project

5. Project approach
6. References
7. Availability of the project personnel
8. Ability to meet our scheduling requirements

The Board of Trustees will make the final selection. The Village will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach agreement, the Village will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The Board of Trustees expects to evaluate proposals and provide written notification of the results within 30 days of receipt of qualifications. If interviews are held, you will be contacted 5 days before the interview date.

### **Tentative Project Timeline**

The following are tentative milestone dates for the progress of this project:

Weeks 1-3: Review qualifications

Weeks 4-5: Conduct interviews (if necessary) and select firms to negotiate final scope and agreement

Weeks 6-8: Negotiate scope of services and agreement.

Weeks 9-12: Obtain board resolution and legal review of contract; execute agreement

The Village will not reimburse any firm or individual for any costs associated with the submittal of qualifications or in the negotiation of a final agreement for the work being considered. The successful firm will be expected to enter into a standard consultant agreement for this project. If the firm has any reservations with respect to entering into the standard agreement, said reservations shall be disclosed at the time that the qualifications requested above are submitted.