

TOWN OF CLARENCE
ENGINEERING DEPARTMENT
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Timothy M. Lavocat, P.E., CFM
Town Engineer

REQUEST FOR PROPOSAL

**PROFESSIONAL ENGINEERING SERVICES FOR
MASTER SEWER PLAN UPDATE**

1. INTENT

The Town of Clarence is seeking Professional Services Proposals for a Master Sewer Plan update. This Master Sewer Plan update will append the newly created Comprehensive Plan 2030.

2. PROPOSAL DUE DATE

Per the Notice to Bidders

3. HISTORY

The Town adopted Master Plan 2015 in August of 2001. As part of this document creation, "Master Sewer Plan – 2015" was formulated. "Master Sewer Plan – 2015" was a map showing existing pollution areas, pollution abated areas and planning consideration areas. The map showed existing pollution areas as the Hollow and Harris Hill. The Hollow has since been sewered with limited capacity, but Harris Hill remains largely unsewered and partially within the Town's current low mod income level block groups. The largest Planning Consideration Area shown was south of Main Street between Harris Hill and the Hollow. Currently this area fully falls into the Town's two low-mod income level block groups.

4. PRIORITY AREAS

In 2007, the Town Board directed the Planning Department and Planning Board to prepare a series of recommendations and amendments to Master Plan 2015, "as to location and limits of future sewer districts". Entitled "Sewer Expansion Priorities", this document prioritized six action items. Each action item was then analyzed for new residential potential in association with Planning Policy Areas of the Erie-Niagara Framework for Regional Growth.

5. COMPREHENSIVE PLAN 2030

In 2014 the Town hired Steinmetz Planning to assist in the creation of Comprehensive Plan 2030 (CP2030). The document is on track to be adopted by end of year. Due to financial constraints, CP2030 will not contain a Master Sewer Plan update. We desire to formulate a Master Sewer Plan document which will be referenced within, and appended to, CP2030. The Plan will integrate the existing Master Sewer Map, Sewer Expansion Priorities and goal framework of CP 2030.

6. GENERAL SCOPE OF WORK

The Master Sewer Plan will consist of a re-evaluation of the Master Sewer Plan 2015 map and further evaluation of priority areas and pollution abatement areas. It will be developed by utilizing planning information contained with CP2030. Master Sewer Plan 2030 will generally evaluate and discuss a comprehensive plan to achieve the goal of providing sanitary sewer service to areas of Town where pollution abatement is necessary including the Harris Hill Area, expansion (phase 2) of Clarence Sewer District No. 9, various unsewered areas within the Town and Spaulding Lake Package Treatment Plant, all of which inherently require a multi-faceted approach, study and discussion to include financial planning, district planning, existing public private partnerships (Peanut Line

Sewage Works Corporation and Heise Brookhaven Sewage Works Corporation), inter municipal agreements (current and proposed) and regulatory agency involvement.

The Plan shall also include options for assistance for low to moderate income residents in the study area to obtain sewer service.

Deliverables based on the above general scope of work will include a written narrative study document and all associated exhibit mapping.

7. PROPOSAL CONTENT

Proposal shall include the following information which will be used to evaluate the proposals.

- Letter of Intent: explain interest, specific abilities, understanding of the Town's existing sewer infrastructure/constraints and qualifications related to the project type.
- Organizational Structure: key personnel that would be assigned to the project and their role
- Scope of Services: approach/methodology for accomplishing the scope of services
- Examples of Work relating to master sewer planning and infrastructure planning
- Proposed tasks with appropriate detail.
- Lump Sum, not to exceed fee schedule to be based on identified project milestones. Please note that all rates should be applicable for the duration of the project schedule. Fee escalations will not be allowed.

8. ADDITIONAL REQUIREMENTS, INSTRUCTIONS AND INFORMATION

The contact person for the proposal is Timothy M. Lavocat, P.E., Town Engineer (716-741-8952).

Late submissions: Any responses received after the date and time stated will not be considered for contract award.

The Town of Clarence reserves the right to reject any and all responses. The Town of Clarence does not obligate itself to accept the lowest or any other proposal and has the right, within its sole and absolute discretion to reject any proposal.

The successful firm shall comply with all laws, rules, regulations and ordinances of the Federal Government, the State of New York and any other political subdivision or regulatory body which may be applied to its performance under this contract.

Changes in work: The Town may, as needed, order changes in the work through additions, deletions, or modifications without invalidating the contract. Compensation, as it may be affected by any change, shall be adjusted by agreement between the Consultant and the Town.

Schedule:

Consultant Contract Award: February 2017

Master Sewer Plan Completion: by June 01, 2017

The Town reserves the right to modify this schedule as necessary.

Informational Attachments to this RFP

- Master Sewer Plan 2015 Map
- Town Board Motion 2007 Sewer Review
- Sewer Priority List 2007
- Erie County Sewer District No.5 Map 2013
- Clarence Sewer District Map 2016
- Growth Constraints Map 2016

End of RFP