



Stanley H. Kellerhouse Municipal Building  
One Van Wyck Street  
Croton-on-Hudson, NY 10520-2501

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Commissioner of Public  
Works  
Anthony R. Carr, PE, CFM



**VILLAGE OF CROTON-ON-HUDSON  
WESTCHESTER COUNTY  
NEW YORK 10520**

**Request for Proposal (RFP) for  
Professional Engineering Services for  
Subsurface Investigation and Geotechnical Engineering for  
Municipal Water Department  
Replacement of Culvert Structures 1 and 2**

**Proposal Deadline:  
March 13, 2015  
2:00 p.m.**

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**VILLAGE OF CROTON-ON-HUDSON**

**SOLICITATION AND CONTRACT DOCUMENTS FOR**

**PROFESSIONAL ENGINEERING SERVICES FOR  
SUBSURFACE INVESTIGATION AND GEOTECHNICAL  
ENGINEERING FOR  
MUNICIPAL WATER DEPARTMENT  
REPLACEMENT OF CULVERT STRUCTURES 1 AND 2**

**REQUEST FOR PROPOSAL (RFP)**

**PROPOSAL DUE**            **MARCH 13, 2015**  
**DATE AND TIME:**        **2:00 PM Prevailing Time**

**PROPOSER TO COMPLETE:**

**Name of Proposer** \_\_\_\_\_

**Address of Proposer** \_\_\_\_\_

\_\_\_\_\_

**Contact** \_\_\_\_\_ **Title** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

Dear Proposer:

The Village of Croton-on-Hudson (the “Village”) is soliciting technical and cost proposals (refer to RFP Articles 8 and 9) to establish a contract with a qualified engineering consultant to provide subsurface investigation and geotechnical engineering services for the proposed replacement of existing Culvert Structures No. 1 and 2. The proposed project is located at the Village Water Department in the Village of Croton-on-Hudson, NY 10520.

**For information on the Village of Croton-on-Hudson, please visit the Village's website at [http://www.crotononhudson-ny.gov/Public\\_Documents/index](http://www.crotononhudson-ny.gov/Public_Documents/index)**

Proposers are advised that the contents of this RFP and the successful Proposer’s Technical and Cost Proposal (i.e. response to the RFP), as submitted or negotiated, shall be incorporated into the resultant contract.

It is expressly understood that all costs associated with the preparation of the Technical and Cost Proposal are to be borne by the Proposer and the submission of such Proposals in no way obligates the Village of Croton-on-Hudson to any Proposer.

## **I. Qualifications**

Proposers shall be a Licensed Professional Engineer, licensed in New York State, with a **minimum of seven (7) years on-going experience** in the geotechnical engineering specifically subsurface exploration design, soil boring data and analysis, etc.

## **II. RFP Process**

The RFP is not a bid. The Village reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the Village. **NO DIRECT OR INDIRECT CONTACT WITH ELECTED OFFICIALS IS ALLOWED, EXCEPT FOR INTERVIEWS OF FINALISTS BY THE VILLAGE OF CROTON-ON-HUDSON AS COORDINATED BY THE VILLAGE MANAGER’S OFFICE. IF SUCH CONTACT IS MADE TO INFLUENCE THE REVIEW AND/OR AWARD OF THIS CONTRACT, THE VILLAGE RESERVES THE RIGHT TO REJECT ANY PROPOSAL.**

## **II. Communications with the Village**

Proposers are advised that from the date this RFP is issued until the award of the Contract, no contact with Village personnel related to this solicitation is permitted, except as authorized by the Village.

**Only written addenda issued by the Village shall be binding.** No officer, employee, or agent of the Village is authorized to clarify or amend the Solicitation Documents by any other method, and any such clarification or amendment, if given, is not binding on the Village.

**Prospective Proposers are responsible for ensuring that they receive all addenda.** This solicitation and all addenda will be posted on the Village's website at

### III. Questions and Contact Persons

All inquiries regarding this solicitation must be submitted, **in writing**, to Mr. Anthony Robert Carr, PE, CFM, Commissioner of Public Works, at the address below. All inquiries **must include the subject line “RFP – Subsurface Investigation and Geotechnical Engineering” and cite the RFP page, section, and paragraph number.** Inquiries may be submitted by **facsimile or e-mail to the following recipient:**

Mr. Anthony Robert Carr, PE, CFM  
LT, CEC, USN  
Commissioner of Public Works  
Village of Croton-on-Hudson  
Stanley H. Kellerhouse Municipal Building  
1 Van Wyck Street  
Village of Croton-on-Hudson, NY 10520  
Phone: (914) 271-3775  
Fax: (914) 271-2856  
Email: [acarr@crotononhudson-ny.gov](mailto:acarr@crotononhudson-ny.gov)

Answers to all inquiries will be given to all prospective vendors in the form of a formal addendum to the RFP and shall be annexed to and become part of the ensuing contract.

Please submit your **written inquiries by March 10, 2015.**

### IV. Supplemental RFP Attachments (after Page 17 of the RFP in the order listed below)

1. Village of Croton-on-Hudson Department of Public Works Drawings:

<u>Drawing</u>	<u>Title</u>	<u>Rev. # / Date</u>
AP-1	Aerial Photograph	March 6, 2015
BLP-1	Test Boring Location Plan (Culvert Structure 1)	March 6, 2015
BLP-2	Test Boring Location Plan (Culvert Structure 2)	March 6, 2015

2. CONTECH CONSPAN “O-Series 118” Product Literature

3. CONTECH CONSPAN Aluminum Box Culvert, “Structure No. 32” Product Literature

4. CONTECH “Express Foundations” Product Literature

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Replacement of Culvert Structures 1 and 2		

## SECTION I – STATEMENT OF OBJECTIVES

### **I. PROJECT BACKGROUND AND INTRODUCTION**

The Village is seeking Proposals from qualified Proposers (Proposer) for geotechnical engineering services associated with the proposed replacement of existing Culvert Structures No. 1 (timber bridge box culvert) and No. 2 (CMP culvert). The existing structures to be replaced are located at the Village Water Department property.

The project site is approximately 18.73 acres located at the Village Water Department, 340 Grand Street, Village of Croton-on-Hudson, New York 10520. The property has frontage along Grand Street (i.e. NYS Route 129), and is northeast of the intersection of Niles Avenue and Grand Street. The site is bordered by NYS Route 129 to the west and the Croton River to the east.

The property contains the Department's primary and accessory buildings, and the Village's water (i.e. well) supply and distribution system. The site is heavily wooded with significant changes in topography. The property contain two (2) asphalt concrete pavement access roads. Access Road No. 1 leads to an existing timber bridge/box culvert (Structure No. 1). This timber bridge is currently closed to the public. Access Road No. 2 crosses over an existing deteriorating CMP culvert (Structure No. 2). Both culverts convey a secondary branch of the Croton River. The existing timber bridge and road culvert crossings are proposed to be replaced as part of this Capital/Public Works project.

The requested professional engineering services include subsurface and foundation investigations for the proposed culverts and associated Portland Cement Concrete shallow foundations. The proposed culvert design includes a proprietary CONTECH "Structure No. 32 Aluminum Box Culvert" (Structure No. 1) and CONSPAN "O-Series 118" (Structure No. 2), or approved equals. Due to the environmental sensitivity of the project location and construction schedule, a proprietary foundation known as the CONTECH "Express Foundation", or approved equal, will likely be utilized for the proposed culvert foundations. The proprietary product manufacturer will provide signed and sealed engineering drawings for the proposed culverts. They will also prepare an "Express Foundation" design, along with an alternative Cast-in-Place (CIP) concrete foundation. A subsurface exploration and geotechnical engineering analysis must be performed to provide the pertinent foundation design parameters to the manufacturer. Please refer to the enclosed attachments (after Page 16 of this RFP) for an illustration of the proprietary culvert and foundation products proposed at each location. This information is for reference only, and to assist the Proposer in their geotechnical investigation and final geotechnical engineering report.

Proposed Culvert Structures No. 1 and No. 2 will be constructed in the same locations as the existing culvert structures. These locations are to the east of NYS Route 129 (i.e. Grand Street) and west of the Croton River (main branch).

Please refer to the attachments listed on Page 4 of this RFP for additional project information.



**Site Location Map - Aerial View**



**Site Location Map - Bird's Eye View**

The Proposer shall include and identify all design team members needed to complete the geotechnical engineering work for subsurface soil and foundation investigation, including, but not limited, to the following:

- Geotechnical Engineering Firm (if the Proposer is not a soil boring contractor)
- Subsurface Test Boring Contractor or Subcontractor;
- Laboratory for Soil Sample Testing

Proposers may identify their team members as in-house staff, and/or a combination of in-house staff and sub-consultants, however one entity must be identified as the lead for who all other entities report to, take direction from and work for.

Proposer should include in to the scope of work and fee proposal all site visits, mobilization, soil boring equipment (e.g. truck, track or ATV mounted equipment, drill casings) and laboratory testing, engineering analysis and all other labor and material necessary to complete the scope of work.

## **II. SCOPE OF WORK**

Proposers responding to this RFP will be expected to perform a subsurface investigation (test borings), laboratory testing and data collection for geotechnical engineering analysis. The purpose of this study is to determine the nature and engineering properties of the subsurface soil, rock and groundwater conditions for the proposed improvements (culvert and shallow reinforced Portland Cement Concrete foundation), to recommend a practical foundation design and to determine the allowable bearing capacity of the site soils or bedrock (if encountered).

### **A. Phase 1 - Subsurface Investigation and Laboratory Testing**

During this phase of Work, the Proposer shall complete the following activities:

1. Retention of the test boring subcontractor.
2. Field verify the proposed boring locations.
3. Provide full time inspection of the explorations.
4. Preparation detailed boring logs.
5. Observe and record depth to groundwater and/or refusal.
6. Obtain representative soil samples for laboratory examination and testing.
7. Perform soil identification tests on selected representative samples.

The Proposer shall provide us with lump sum costs (unless units otherwise noted) and quantities (as necessary) to complete the requested scope of work as follows:

- Mobilization – ATV or truck-mounted drill rig for soil borings/continuous split spoon sampling. Based on site access, topography and surface treatment, it is anticipated that a rubber tracked drill rig will not be required. However, the Proposer is encouraged to visit the site to make their own determination on the most appropriate means and methods to complete the Work.
- “Dig Safe” Utility One Call – Property Address – 340 Grand Street, Village of Croton-on-Hudson, Westchester County, New York 10520. There is no existing sanitary sewer or gas service lines present. The Village Water Department will mark-out any existing water utilities adjacent to the proposed test boring locations.
- Drill Rig Equipment and Crew – Estimated unit of time (days) to perform **eight (8) proposed test borings** with **continuous split spoons samples** collected at **two (2) foot intervals** to a **depth of approximately ten (10) feet** below existing grade. At this time, we are assuming Shelby Tube sampling will not be required. The proposed number of borings may be subject to minor deviation (+2 borings). Anticipate bedrock coring in one (1) location if encountered to a depth of approximately five (5) feet. The proposed boring locations are easily accessible and located within the existing asphalt access roads (on each approach to existing Culvert Structures No. 1 and 2). Please refer to the enclosed Village of Croton-on-Hudson, Department of Public Works drawings for additional information.
- Surface Restoration – temporary patching of asphalt concrete pavement, and reseeding of existing lawn in areas of proposed test borings.
- Overtime (Cost per unit time)
- Geotechnical Laboratory Testing and Analysis of Representative Soil Samples

## **B. Phase 2 - Geotechnical Engineering Analysis and Recommendations**

Upon completion of the field and laboratory testing, the final geotechnical engineering report shall contain all of the collected data and the engineering analysis of this data. The final geotechnical engineering report, shall include the following:

1. Foundation design recommendations including design soil or rock bearing capacity.
2. A discussion of the existing groundwater conditions and their effect on the proposed construction.
3. Active and passive soil pressures, where applicable.
4. Estimated settlement for the proposed culvert structures.
5. Controlled compacted fill recommendations, and a determination of the suitability of the on-site soils for use as compacted fill.
6. Recommended pavement design section for the portion of the existing roadway to be reconstructed as a result of the proposed culvert installation and re-grading

7. Seismic soil profile, where applicable.
8. Recommendations concerning any other soil or soil related issues that become evident during the subsurface investigation.

Please refer to the enclosed attachments for additional proposed project information.

Qualified proposers **must be well versed in subsurface investigations and currently accepted geotechnical engineering principles.** The Consultant will not be required to obtain local (i.e. Village) permits.

## **SECTION II - INFORMATION FOR PROPOSERS**

### **ARTICLE 1. DEFINITIONS**

- A. ADDENDA and ADDENDUM shall mean the additional or modified contract provisions issued in writing by CROTON-ON-HUDSON prior to the Notice of Acceptance of Proposal/Contract Award.
- B. BEST AND FINAL OFFER shall mean that after negotiations with Proposers in the competitive range, the Proposers are invited to submit a second, best and final, technical and cost proposal.
- C. BOARD OF TRUSTEES is the governing body of the Village of Croton-on-Hudson empowered to approve all contract awards and to reject bids or proposals.
- D. VILLAGE, CROTON-ON-HUDSON, VOM shall mean the Village of Croton-on-Hudson.
- E. CONTRACT, CONTRACT DOCUMENTS, AGREEMENT, REQUEST FOR PROPOSAL and the abbreviation RFP shall mean the Information for Proposers, Scope of Work, Performance and Payment Bond Forms (if applicable), Standard Terms and Conditions, Technical and Cost Proposals, all Addenda hereafter issued (if any), and the Notice of Acceptance of Proposal/Contract Award.
- F. CONTRACTOR, CONSULTANT, VENDOR, and PROPOSER are synonymous and shall mean the Corporation, Firm, Partnership, Individual, or any combination thereof, who has submitted a Proposal.
- G. NOTICE shall mean a written notice.
- H. NOTICE OF ACCEPTANCE OF PROPOSAL/CONTRACT AWARD shall mean the document that apprises the successful Proposer that this RFP has been approved for contract award by the Village of Croton-on-Hudson. It also informs the vendor to submit the required bonds and insurance, if required. It is not authorization to begin work.
- I. NOTICE TO PROCEED is the document issued by the Village Manager informing the Vendor that they may begin the work. It is issued after the Vendor has submitted, and the Village has accepted the required bonds and insurance, if necessary, and the Contract has been executed by all parties.
- J. PROJECT, WORK, and SERVICES are synonymous and shall mean all the required obligations of the Contractor hereunder, including but not limited to the performance of any

labor or services, the supplying of any goods or materials, the furnishing of any other resources or requirements or deliverables necessary to perform, accomplish, and complete this Contract's objectives as stated in the Scope of Services.

- K. PROJECT MANAGER shall mean the individual or his/her duly authorized representative who is designated by the VILLAGE to administer this contract.
- L. PROPOSAL is an offer made by an entity to the Village as a basis for negotiations for entering into a contract.
- M. REQUEST FOR PROPOSAL (RFP) all the documents furnished to prospective Proposers when soliciting proposals for the purpose of awarding a contract based on a formal evaluation of the characteristics deemed relevant to the Village's objective, such as quality, project management, past experience, and professional reputation.
- N. SUBCONTRACTOR shall mean an individual or organization that enters into a contract to furnish services or labor and materials or apparatus in connection with the Work directly or indirectly for or on behalf of the Contractor.

## **ARTICLE 2. RFP TIMETABLE (TENTATIVE)**

**This information is intended to provide interested parties with a general guide for scheduling purposes.**

<u>Date</u>	<u>Event</u>
March 6, 2015	Release of Request for Proposal (RFP)
March 13, 2015	Proposal Submission Deadline
March 13, 2015 through March 23, 2015	Proposal Response Evaluation
March 23, 2015	Projected Award Date
April 24, 2015	Expected completion of subsurface investigation, laboratory testing and final geotechnical engineering report

## **ARTICLE 3. NEGOTIATIONS**

1. The Village reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw this RFP, to negotiate with one or more Proposers, and/or negotiate on terms other than those set forth herein, including with parties other than those responding to this RFP. The Village likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFP or to entertain modifications or additions to selected proposals.
2. The Village reserves the right to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for

award. **A Proposer shall not have any rights against the Village arising from an invitation to enter negotiations or to submit a Best and Final Offer.**

3. The Village reserves the right to award a contract based on initial Proposals received, without negotiations. **Therefore, each initial Proposal should contain the Proposer's best offer from a technical and cost standpoint.**

#### **ARTICLE 4. CONTRACT AWARD**

1. The Contract resulting from this solicitation shall be awarded to the Proposer the Village considers most qualified and whose Proposal the Village determines to be the most advantageous to the Village, based on the evaluation factors set forth in the RFP.
2. Any proposed contract award shall be subject to all required Village oversight approvals.
3. A Proposer must comply with any and all federal, state, and local laws, rules and regulations, and executive orders applicable to the subject matter of this contract, including Equal Employment Opportunities (EEO), Civil Rights, MacBride Fair Employment Principles, and the New York State Labor Law.

#### **ARTICLE 5. PERIOD OF PERFORMANCE**

The Contract for the Work specified herein shall commence on a mutually agreed upon date and time. **The Village is seeking a Proposer that can perform subsurface investigation and prepare a geotechnical engineering report approximately thirty (30) days from execution of a contract.**

#### **ARTICLE 6. PROPOSAL EVALUATION CRITERIA**

1. Proposals will be evaluated by the Village Manager's Office and Department of Public Works.
2. The evaluation criteria that will be used to judge Proposals are set forth below.

##### **A. Technical Requirements**

- i. **Qualifications / Technical experience** of the Proposer including past performance on projects of similar scope, and **qualifications of staff**, including depth and variety of disciplines, that will be dedicated to the dedicated to the Croton-on-Hudson contract;
- ii. **Demonstrated understanding of project and proposed implementation approach**, including implementation strategy, scheduling, and ability to meet deadlines;
- iii. **Demonstration of quality control and cost control** for design and construction;

- iv. **Responsiveness of the proposal** including overall detail, understanding of the issues, and conformance to the RFP submission requirements for content and format.

## **B. Overall Cost**

The award will go to the responsible Proposer whose proposal provides the best value as determined by the Village of Croton-on-Hudson.

## **ARTICLE 7. PROPOSAL PACKAGE AND SUBMISSION REQUIREMENTS**

**The Technical and Cost Proposals (i.e. response to RFP)** must be submitted *in electronic (PDF) format*. Proposals must be signed by a duly authorized official of the firm, with the person's name and title printed below the signature. Proposals must be received by **2:00 PM on March 13, 2015**. Proposals must electronically submitted with the subject heading **"Request for Proposal (RFP) for Subsurface Investigation and Geotechnical Engineering"** to the following recipient:

Mr. Anthony Robert Carr, PE, CFM  
LT, CEC, USN  
Commissioner of Public Works  
Village of Croton-on-Hudson  
Stanley H. Kellerhouse Municipal Building  
1 Van Wyck Street  
Village of Croton-on-Hudson, NY 10520  
Phone: (914) 271-3775  
Fax: (914) 271-2856  
Email: [acarr@crotononhudson-ny.gov](mailto:acarr@crotononhudson-ny.gov)

### **1. Cancellation**

The Village of Croton-on-Hudson reserves the right to cancel this RFP at any time, if the Village deems it to be in its best interest. **In no event shall the Village have any liability whatsoever for cancellation of an award before execution of a contract.** A Proposer assumes sole risk and responsibility for its expenses before execution of a contract and shall not commence work until receipt of a contract.

### **2. Confidentiality**

Proposers shall specifically identify those portions of the Proposal deemed to be confidential, proprietary information, or trade secrets, and provide justification why such material, upon request, should not be disclosed by the Village.

Such information deemed by the Proposer to be confidential or proprietary should be easily separable from the non-proprietary sections of the Proposal.

All information, materials or other documents submitted by a respondent shall not be released or made otherwise available to any person or entity except Village representatives

assisting in this process, until public opening of the proposals, unless required by law. Unless required by law, proprietary or financial information submitted to the Village by a respondent will not be disclosed if respondent visibly marks each part of the proposal which respondent considers as confidential financial or proprietary information with the word “Confidential”.

### **3. Modified Proposals**

A Proposer may submit a modified Proposal to replace all or any portions of a previously submitted Proposal up until the Proposal Due Date and Time and, if discussions have begun, up until the Due Date and time established for submission of Best and Final Offers. The Evaluation Committee shall consider only the latest timely version of the Proposal.

### **4. Withdrawal of Proposals**

A Proposal shall be irrevocable for a period of 120 calendar days from the Proposal Due Date and Time. A Proposal may be withdrawn in writing before the Proposal Due Date and Time or, if discussions have begun up until the Due Date and Time set for the submission of Best and Final Offers.

### **5. Late Proposals / Late Modifications**

Proposals received after the Proposal Due Date and Time are late and shall not be considered. Modified Proposals received after the Proposal Due Date and Time are late and shall not be considered.

### **6. Proposal Ownership**

All responses to this Request for Proposal become the property of the Village of Croton-on-Hudson.

### **7. Adherence to RFP**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Village reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Village is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Village reserves the right to request additional information from any firm submitting under this RFP if the Village deems such information necessary to further evaluate the firm's qualifications

### **8. Proposal and Presentation Cost**

The Village will not be liable in any way for any costs incurred by respondents in the preparation of their proposals in response to the RFP.

## ARTICLE 8. TECHNICAL PROPOSAL CONTENTS

The Technical proposal shall be prepared **simply and economically**, providing a straightforward, concise description of the Proposer's qualifications, experience, and capabilities to satisfy the requirements presented in this RFP. Elaborate brochures and other representations beyond those sufficient for presenting a complete proposal are neither required nor desired.

1. **The Technical Proposal** format shall be organized into the following sections **in the order shown**. Each section must be clearly annotated/labeled either as a paragraph section in the proposal, **and/or** separated by tabs, dividers, sections, etc. All pages must be numbered.

**Section/Tab 1** - Shall include a cover letter introducing the Proposer by describing its **origin, current ownership and management**, and a **summary of the Proposer's qualifications** to perform the work described herein.

- If the Proposer is a joint venture or consortium, the **origin, current ownership and management, and qualifications of each firm** comprising the joint venture or consortium shall be separately identified and the **principles of each firm** shall be noted.
- Indicate whether the Proposer (and each firm comprising the joint venture or consortium) is national, regional, or local, the number of years in business, the total number of employees, and the total number of employees in the local office that will be dedicated to the Croton-on-Hudson contract.
- Indicate if the Proposer will be providing all services required herein with their own work force or if sub-consultants will be used.

Also include the following (if applicable):

- Legal organizational name and address of the Prime Consultant;
- Legal organizational name and address of all firms comprising the joint venture or consortium, and sub-contractors and consultants, if any;
- Name, title, telephone (land and cell), facsimile number, and e-mail of the person(s) **authorized to bind the Proposer contractually**;
- Name, title, telephone (land and cell), facsimile numbers, and e-mail of the person(s) to be contacted regarding the content of the Proposal, if different from the above.

Proposers shall **identify all their current active projects in Croton-on-Hudson** and active projects in the areas surrounding Croton-on-Hudson that may impact Croton-on-Hudson. Proposers shall also indicate if any of the team members or sub-contractors/consultants proposed for this engagement is working on those projects and if so, the nature of their work on those projects.

In addition, the Proposer (and each firm comprising the joint venture or consortium, and each sub-contractor/consultant, if any) shall **provide an affirmative statement that they are independent of the Village of Croton-on-Hudson**. Proposers shall disclose all direct and

indirect, actual or potential conflicts of interest that any of the Proposer's personnel and sub-consultants may have with the Village of Croton-on-Hudson.

Lastly, describe the Proposer's **current workload** and the status of all current projects. Provide the same for each firm if this is a joint venture or consortium.

**The cover letter shall be signed by the person(s) authorized to bind the Proposer contractually.**

**Section/Tab 2** - Describe the Proposer's **qualifications and experience** (and each firm comprising the joint venture or consortium, and any sub-consultants, if applicable) in subsurface investigations and geotechnical engineering. List five (5) of the Proposer's projects (similar in nature) completed or in-progress over the past **seven (7) years** and include the following information.

1. Agency/owner
2. Contract number
3. Contract title
4. Name & location of project
5. Contact name, telephone number, address
6. Brief description of work and services provided

**Section/Tab 3** - Provide a description of the Proposer's **organizational structure and management and work force by task/phase**.

**Section/Tab 4** - Describe the Proposer's **technical approach to implementing** these services and describe in the proposal the following work phases and associated tasks:

1. Phase 1 - Subsurface Investigation and Laboratory Testing
2. Phase 2 - Geotechnical Engineering Analysis and Recommendations

Please refer to RFP Section II "Scope of Work", Parts A and B, for the tasks associated with each phase of work.

## **ARTICLE 9 COST PROPOSAL SUBMISSION REQUIREMENTS**

Propose a **lump sum fee and schedule broken down by the tasks associated with each RFP phase**, (see Section/Tab 4) including all sub-consultant work and anticipated related expenses (supplies and reproductions) per task. Please include a list of each Design Team member's hourly wage rate to be charged for any additional services not included in the defined Tasks.

The hourly rates shall include overhead, profit, and all other costs not expressly specified to be reimbursable. **Travel and per diem costs** shall be reimbursed at the New York State rate. To access the current reimbursable rates, please refer to the following website:

<http://www.osc.state.ny.us/agencies/travel/reimbrate.htm>

While cost is only one of the factors the Village will consider in selecting a Contractor, **the Village will only enter a contract if a firm's Cost Proposal, as submitted or negotiated, is reasonable in the Village's sole judgment.**

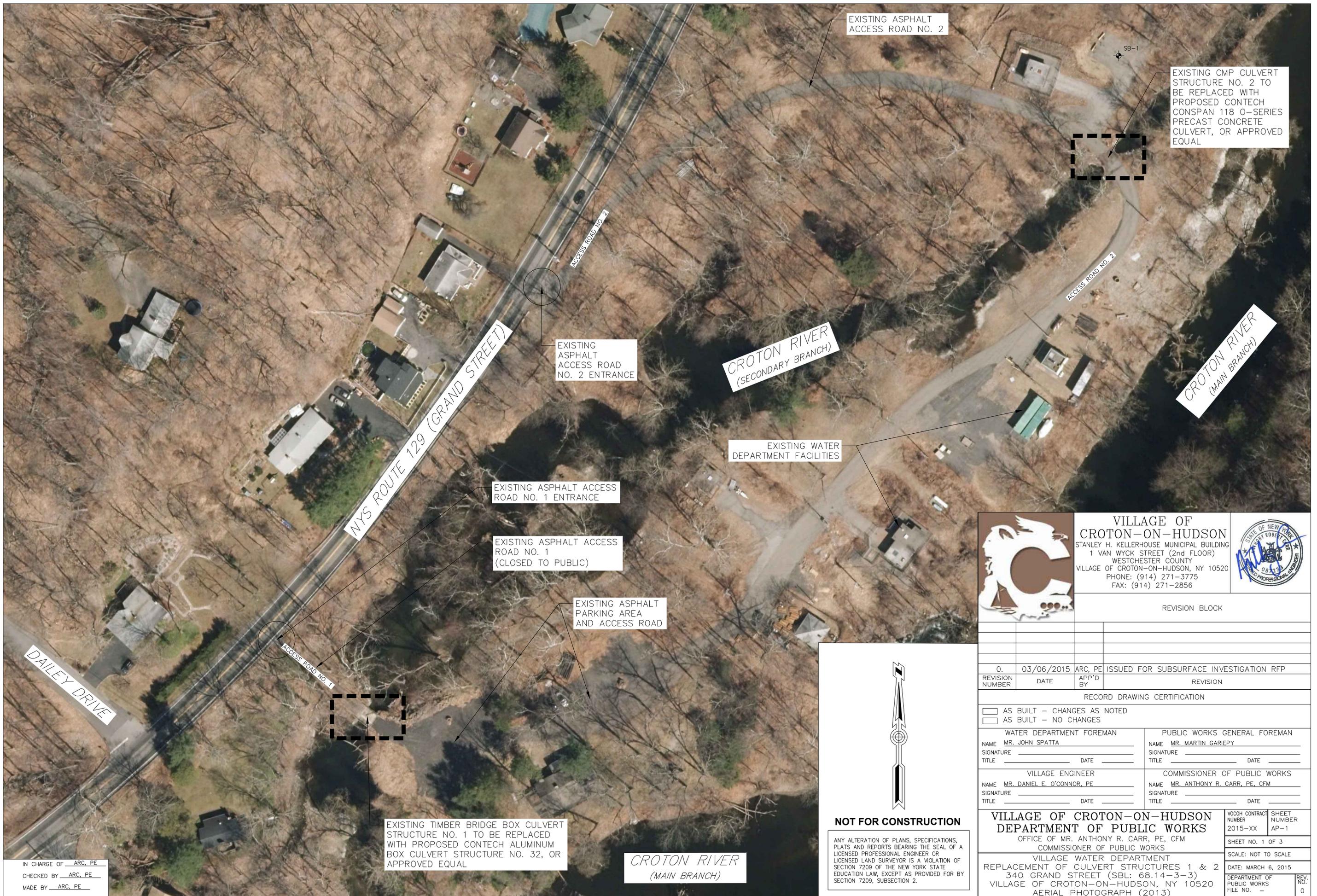
#### **ARTICLE 10. FORM OF CONTRACT**

The successful Proposer will be required to execute the Village's standard Personal Services contract. If the Proposer takes exception (modifications, deletions, or additions) to any section of the agreement, those exceptions must be clearly stated in writing. The Village of Croton-on-Hudson reserves the right to reject any proposal based upon exceptions to the Village Personal Services contract.

#### **ARTICLE 11. EXAMINATION OF SOLICITATION DOCUMENTS**

Prospective Proposers shall examine the Solicitation Documents carefully and before submitting a proposal, shall submit to the Village, **in writing**, any questions, or requests for clarification of any ambiguity, or correction of any inconsistency or error in the documents. The Village's response to such a written request shall be issued in a written addendum to the RFP and shall be binding on all Proposers. Only written addenda issued by the Bureau of Purchasing shall be binding. **No officer, employee, or agent of the Village is authorized to clarify or amend the Solicitation Documents by any other method, and any such clarification or amendment, if given, is not binding on the Village.**

# **SUPPLEMENTAL RFP ATTACHMENTS**



IN CHARGE OF ARC, PE  
 CHECKED BY ARC, PE  
 MADE BY ARC, PE

EXISTING TIMBER BRIDGE BOX CULVERT STRUCTURE NO. 1 TO BE REPLACED WITH PROPOSED CONTECH ALUMINUM BOX CULVERT STRUCTURE NO. 32, OR APPROVED EQUAL

CROTON RIVER  
(MAIN BRANCH)

CROTON RIVER  
(SECONDARY BRANCH)

CROTON RIVER  
(MAIN BRANCH)

EXISTING ASPHALT ACCESS ROAD NO. 2

EXISTING ASPHALT ACCESS ROAD NO. 2 ENTRANCE

EXISTING WATER DEPARTMENT FACILITIES

EXISTING ASPHALT ACCESS ROAD NO. 1 ENTRANCE

EXISTING ASPHALT ACCESS ROAD NO. 1 (CLOSED TO PUBLIC)

EXISTING ASPHALT PARKING AREA AND ACCESS ROAD

EXISTING CMP CULVERT STRUCTURE NO. 2 TO BE REPLACED WITH PROPOSED CONTECH CONSPAN 118 O-SERIES PRECAST CONCRETE CULVERT, OR APPROVED EQUAL

SB-1



VILLAGE OF CROTON-ON-HUDSON  
 STANLEY H. KELLERHOUSE MUNICIPAL BUILDING  
 1 VAN WYCK STREET (2nd FLOOR)  
 WESTCHESTER COUNTY  
 VILLAGE OF CROTON-ON-HUDSON, NY 10520  
 PHONE: (914) 271-3775  
 FAX: (914) 271-2856



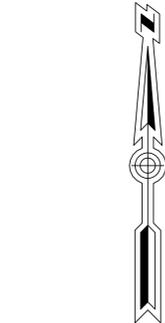
REVISION BLOCK

0.	03/06/2015	ARC, PE	ISSUED FOR SUBSURFACE INVESTIGATION RFP
REVISION NUMBER	DATE	APP'D BY	REVISION

RECORD DRAWING CERTIFICATION

AS BUILT - CHANGES AS NOTED  
 AS BUILT - NO CHANGES

WATER DEPARTMENT FOREMAN		PUBLIC WORKS GENERAL FOREMAN	
NAME MR. JOHN SPATTA	SIGNATURE _____	NAME MR. MARTIN GARIEPY	SIGNATURE _____
TITLE _____	DATE _____	TITLE _____	DATE _____
VILLAGE ENGINEER		COMMISSIONER OF PUBLIC WORKS	
NAME MR. DANIEL E. O'CONNOR, PE	SIGNATURE _____	NAME MR. ANTHONY R. CARR, PE, CFM	SIGNATURE _____
TITLE _____	DATE _____	TITLE _____	DATE _____



NOT FOR CONSTRUCTION

ANY ALTERATION OF PLANS, SPECIFICATIONS, PLATS AND REPORTS BEARING THE SEAL OF A LICENSED PROFESSIONAL ENGINEER OR LICENSED LAND SURVEYOR IS A VIOLATION OF SECTION 7209 OF THE NEW YORK STATE EDUCATION LAW, EXCEPT AS PROVIDED FOR BY SECTION 7209, SUBSECTION 2.

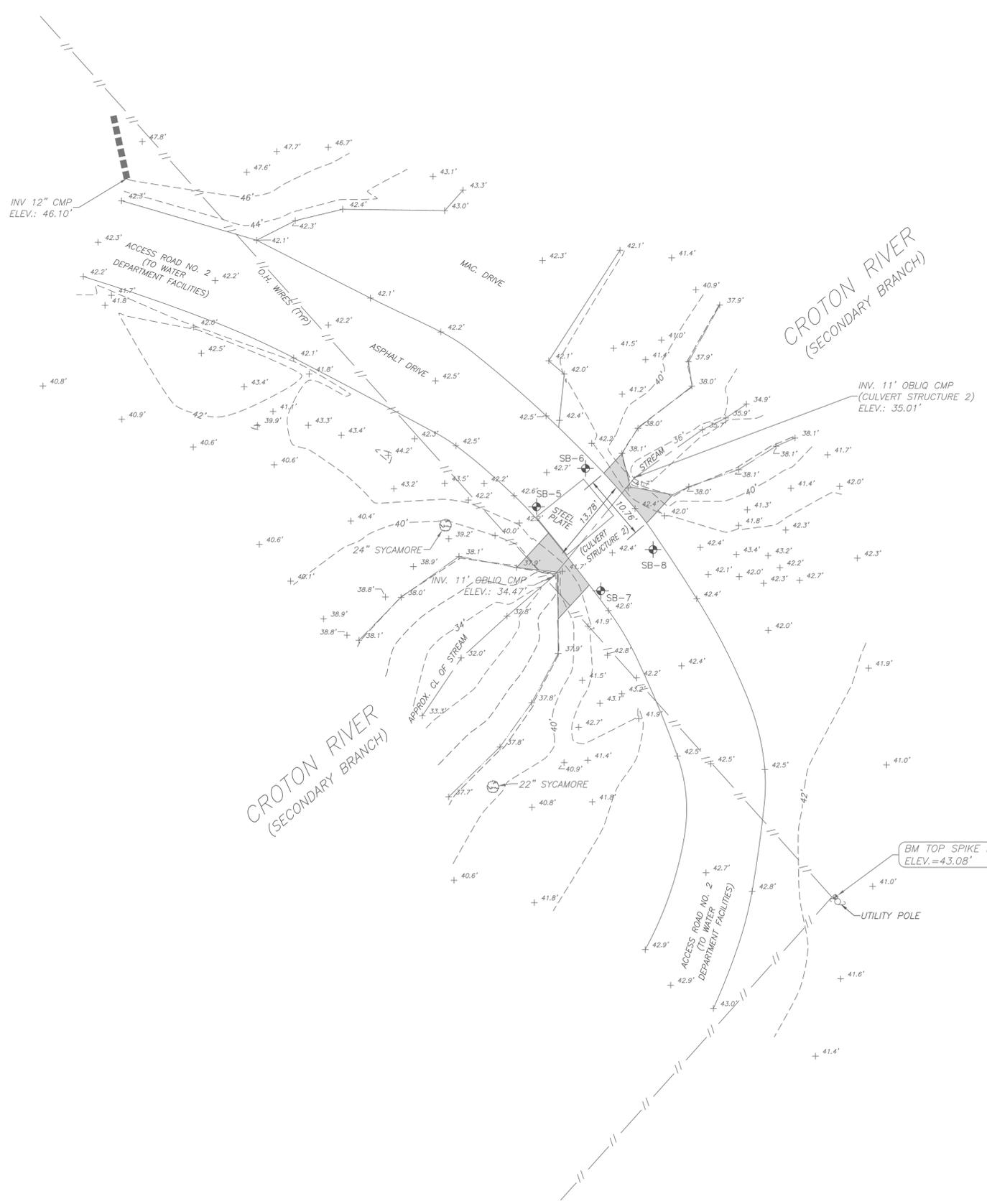
VILLAGE OF CROTON-ON-HUDSON  
 DEPARTMENT OF PUBLIC WORKS  
 OFFICE OF MR. ANTHONY R. CARR, PE, CFM  
 COMMISSIONER OF PUBLIC WORKS  
 VILLAGE WATER DEPARTMENT  
 REPLACEMENT OF CULVERT STRUCTURES 1 & 2  
 340 GRAND STREET (SBL: 68.14-3-3)  
 VILLAGE OF CROTON-ON-HUDSON, NY 10520  
 AERIAL PHOTOGRAPH (2013)

VCOH CONTRACT NUMBER 2015-XX	SHEET NUMBER AP-1
SHEET NO. 1 OF 3	
SCALE: NOT TO SCALE	
DATE: MARCH 6, 2015	
DEPARTMENT OF PUBLIC WORKS FILE NO. -	REV. NO.: 0

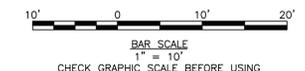


**LEGEND**

SB-1 LOCATION OF PROPOSED TEST BORING



BM TOP SPIKE IN UTILITY POLE  
ELEV.=43.08'



**NOT FOR CONSTRUCTION**

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IN CHARGE OF ARC, PE  
CHECKED BY ARC, PE  
MADE BY ARC, PE



**VILLAGE OF CROTON-ON-HUDSON**  
STANLEY H. KELLERHOUSE MUNICIPAL BUILDING  
1 VAN WYCK STREET (2nd FLOOR)  
WESTCHESTER COUNTY  
VILLAGE OF CROTON-ON-HUDSON, NY 10520  
PHONE: (914) 271-3775  
FAX: (914) 271-2856



REVISION BLOCK			

0.	03/06/2015	ARC, PE	ISSUED FOR SUBSURFACE INVESTIGATION RFP
REVISION NUMBER	DATE	APP'D BY	REVISION

RECORD DRAWING CERTIFICATION

<input type="checkbox"/> AS BUILT - CHANGES AS NOTED <input type="checkbox"/> AS BUILT - NO CHANGES	
<b>WATER DEPARTMENT FOREMAN</b> NAME <u>MR. JOHN SPATTA</u> SIGNATURE _____ DATE _____ TITLE _____	<b>PUBLIC WORKS GENERAL FOREMAN</b> NAME <u>MR. MARTIN GARIEPY</u> SIGNATURE _____ DATE _____ TITLE _____
<b>VILLAGE ENGINEER</b> NAME <u>MR. DANIEL E. O'CONNOR, PE</u> SIGNATURE _____ DATE _____ TITLE _____	<b>COMMISSIONER OF PUBLIC WORKS</b> NAME <u>MR. ANTHONY R. CARR, PE, CFM</u> SIGNATURE _____ DATE _____ TITLE _____

<b>VILLAGE OF CROTON-ON-HUDSON</b> <b>DEPARTMENT OF PUBLIC WORKS</b> OFFICE OF MR. ANTHONY R. CARR, PE, CFM COMMISSIONER OF PUBLIC WORKS		VCOH CONTRACT NUMBER 2015-XX	SHEET NUMBER BLP-2
VILLAGE WATER DEPARTMENT REPLACEMENT OF CULVERT STRUCTURES 1 & 2 340 GRAND STREET (SBL: 68.14-3-3) VILLAGE OF CROTON-ON-HUDSON, NY 10520 TEST BORING LOCATION PLAN (CULVERT STRUCTURE 2)		SHEET NO. 3 OF 3 SCALE: 1"=10' DATE: MARCH 6, 2015 DEPARTMENT OF PUBLIC WORKS FILE NO. -	
		REV. NO.:	0

## Aluminum Box Culvert

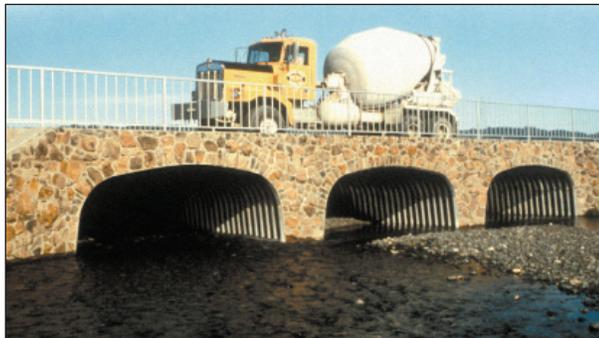
- Over 7,000 installations since 1976
- Spans to 35 ft
- Wide-span, low-rise structures
- Ideal for small bridge replacements
- Variety of shapes and sizes
- Lightweight
- Fast, easy, low cost installation
- Suitable for rehabilitation
- Extensive technical support
- Economical solution



**Aluminum Box Culvert - multi-cell installation**



**Aluminum Box Culvert - stream crossing**



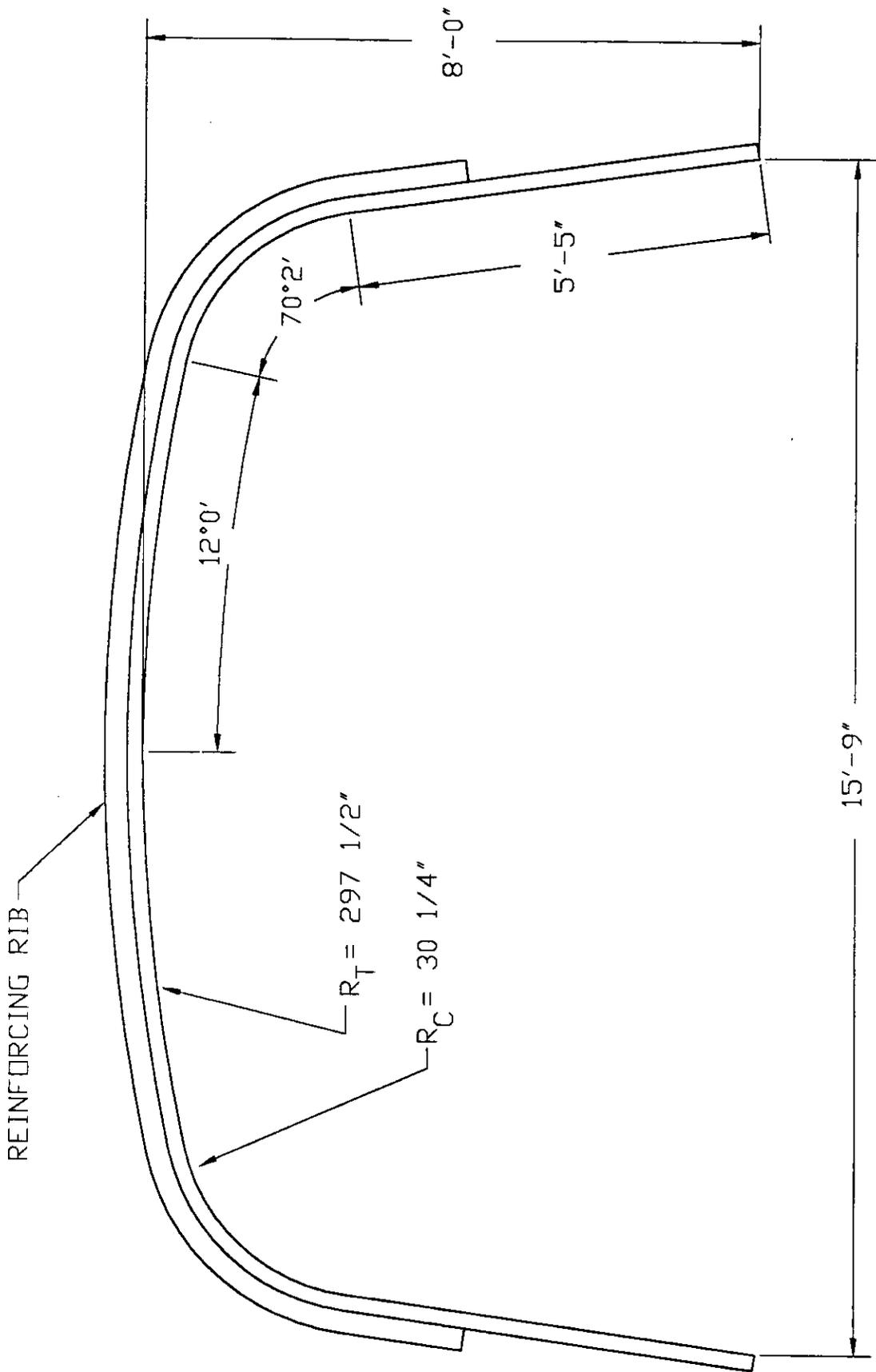
**Aluminum Box Culvert - county road bridge**



**Aluminum Box Culvert - aesthetic finish**



**Aluminum Box Culvert - relining - stream crossing**



SCALE: 1/2" = 1'-0"  
 APPROX. AREA = 111.8 SQ. FT.



ALUMINUM BOX CULVERT  
 STRUCTURE #32  
 15'-9" SPAN x 8'-0" RISE

Drawing Date:	S.A.V. 7-19-96	Revision Date:	R.L.S. 7-24-97	Drawing Number:	1009720B
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KYTC687 - Clay County, Kentucky



Tessera on Lake Travis - Lago Vista, Texas



Shawmont Avenue - Philadelphia, Pennsylvania

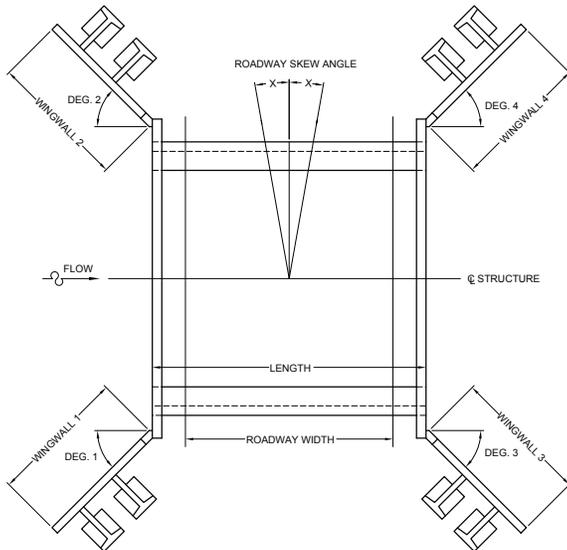


Stream Valley - Franklin, Tennessee

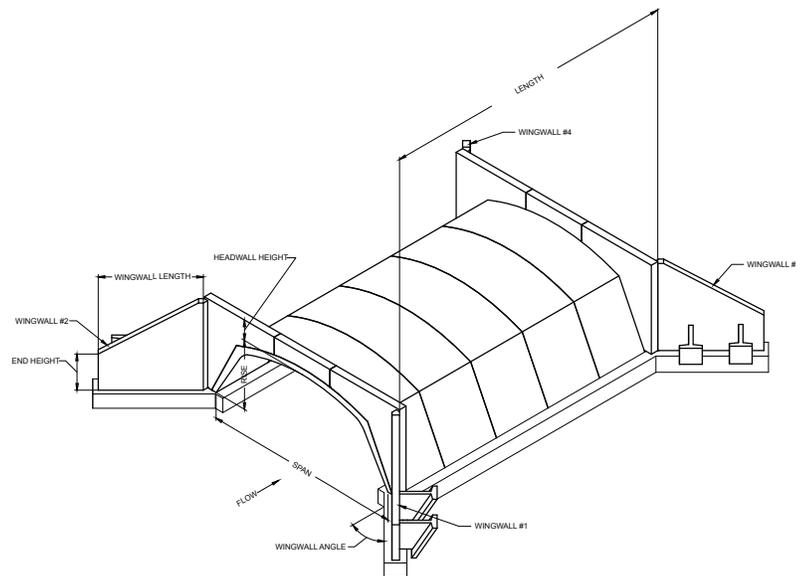


Duanesburg - Churches Road - Duanesburg, New York

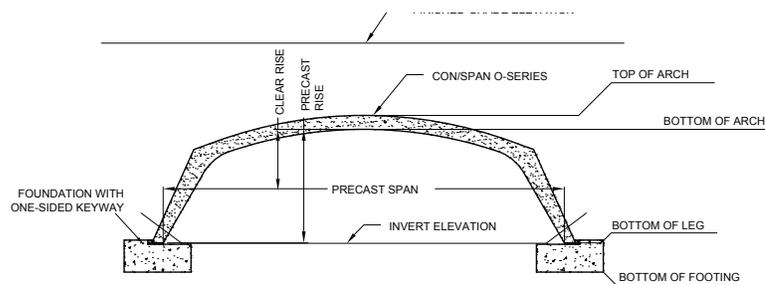
# O-Series® Precast Details



**BRIDGE PLAN**



**BRIDGE ISOMETRIC**



**BRIDGE SECTION**

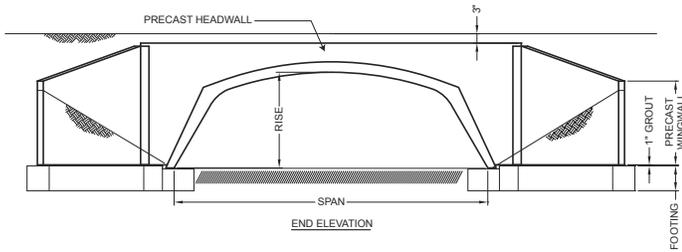
**BRIDGE SECTION**

## DESIGN SPECIFICATIONS

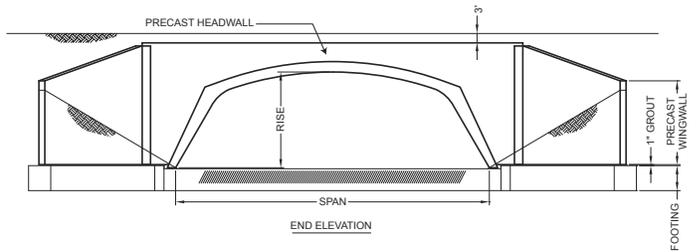
**AASHTO:**  
Standard Specifications for Highway Bridges - Section 16.8  
LRFD Bridge Design Specifications - Section 12.14

## MANUFACTURING SPECIFICATIONS

ASTM C1504

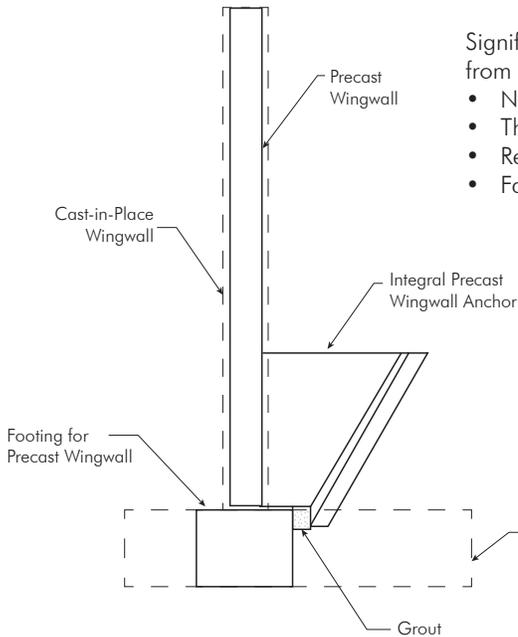


**STRIP FOOTING**



**BASE SLAB**

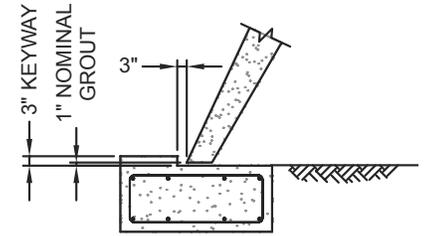
**WINGWALL DETAIL**



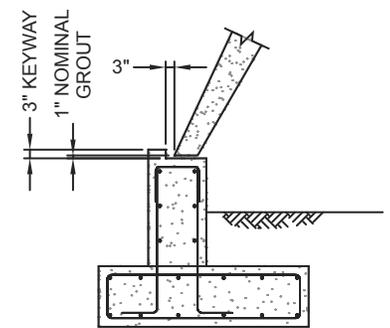
Significant Economic Advantages are gained from Precast Wingwalls through:

- Narrower Footings
- Thinner Walls
- Reduced Excavation
- Faster Installation

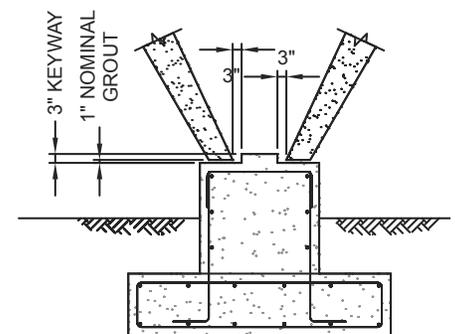
**FOOTING DETAILS**



**STRIP FOOTING**

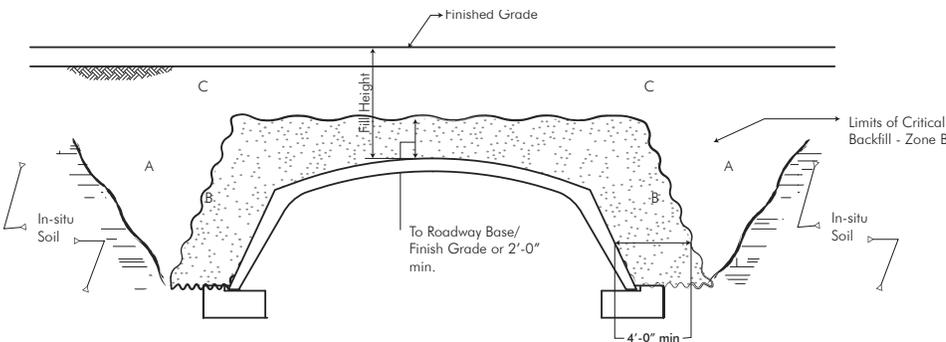


**PEDESTAL WALL FOOTING**



**MULTI CELL PIER FOOTING**

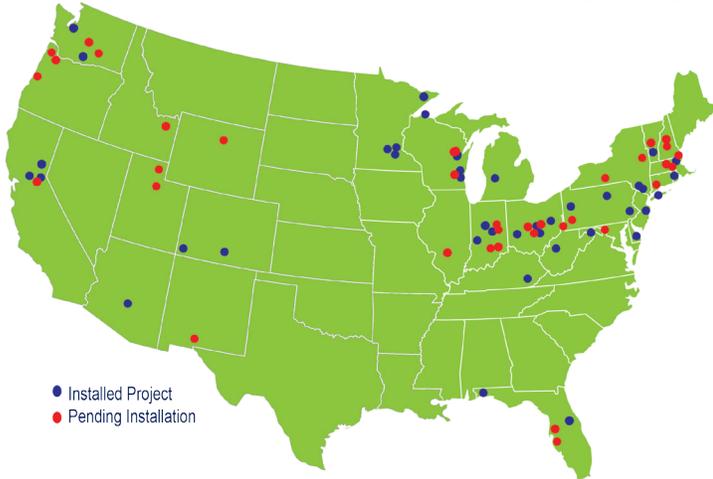
**O-SERIES BACKFILL REQUIREMENTS**



SPAN	FILL HEIGHT	ACCEPTABLE MATERIAL INSIDE ZONE B
≤ 24'-0"	≥ 12'-0"	A1, A3
≤ 24'-0"	< 12'-0"	A1, A2, A3, A4
> 24'-0"	ALL	A1, A3

1. In-situ material must be sufficiently stable to allow support of the precast units
2. Zone A: Embankment or overfill material shall be properly graded and compacted, per project specifications
3. Zone B: Structural backfill material per CON/SPAN O-Series specifications. (Generally, a well-graded angular sand or gravel placed in 8" lifts and compacted to 95% of the maximum dry density, per AASHTO T-99 specification)
4. Zone C: Roadway base and surface materials, per project specifications.

## EXPRESS<sup>™</sup> Foundations



Retail Development - Blaine, Minnesota - EXPRESS Foundations used with CON/SPAN Bridge System



INDOT SR 55 over Gruden Ditch - Kentland, Indiana - EXPRESS Foundations used with CON/SPAN Bridge System



Fowler High School - Fowler, Michigan - EXPRESS Foundations used with CON/SPAN O-Series

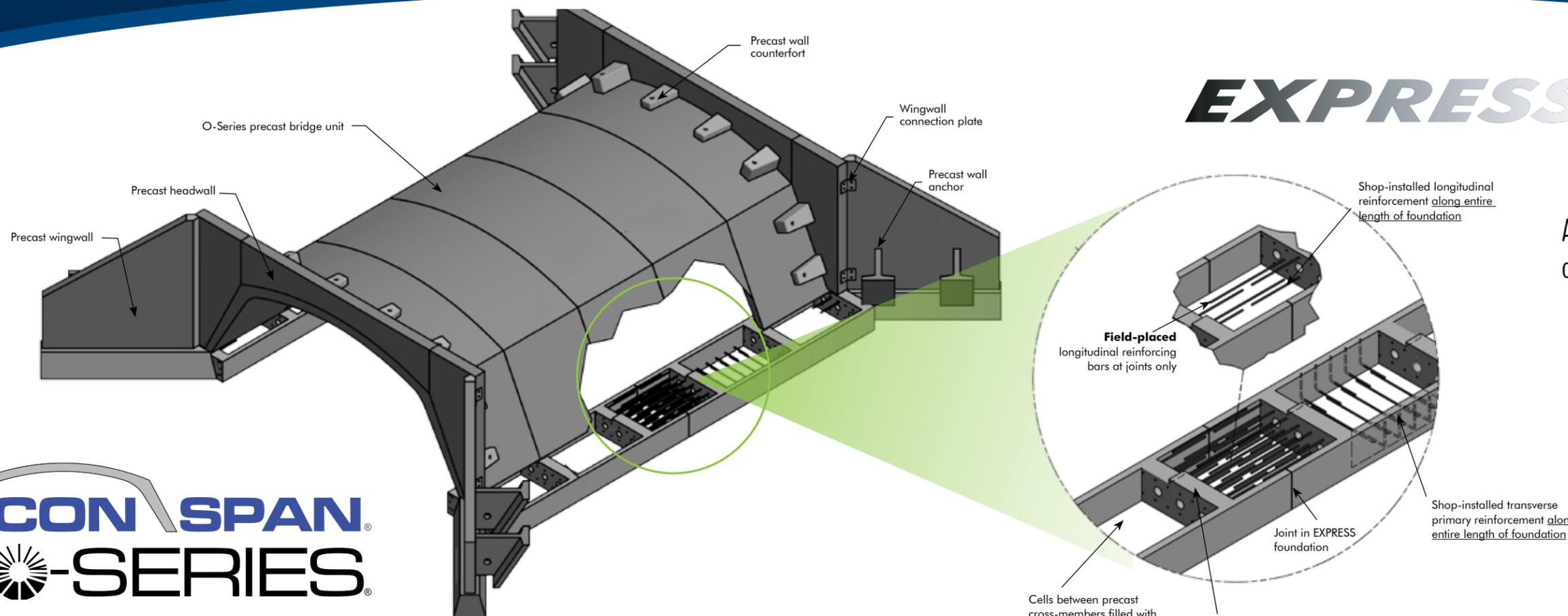


RIDOT Frenchtown Brook Bridge - East Greenwich, Rhode Island - EXPRESS Foundations used with CON/SPAN Bridge System



Brown County - New Franken, Wisconsin - EXPRESS Foundations used with Aluminum Box Culvert

# EXPRESS Foundations



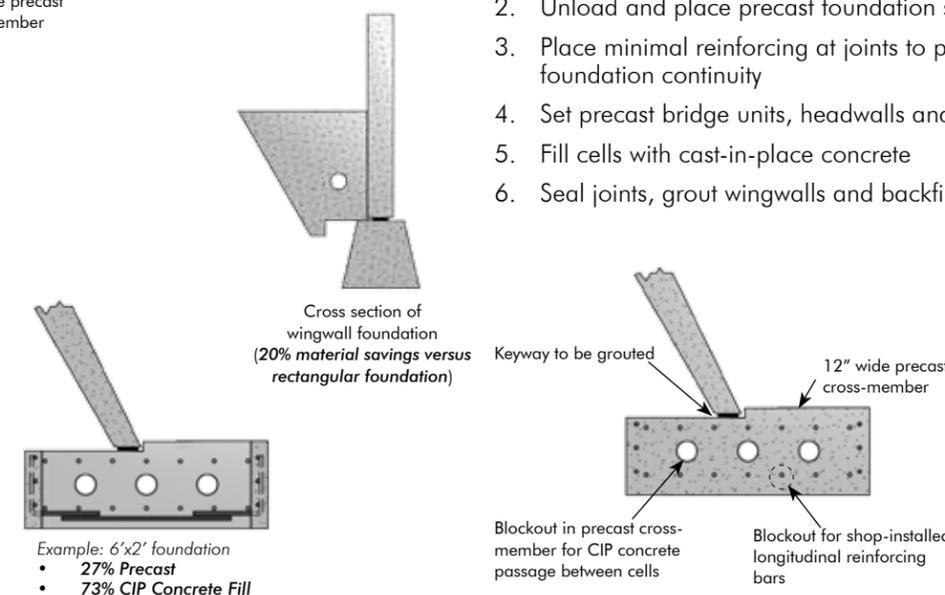
A precast foundation system that blends the speed of precast with the economy of cast-in-place

## Benefits to You

- Provides ease and speed of installation
- Alleviates hazardous working conditions
- Trapezoidal foundation reduces wingwall concrete quantities
- Minimal reinforcement to be placed on site
- Pick weights and sizes customized to your equipment

## Construction Process

1. Excavate and prepare foundation subgrade
2. Unload and place precast foundation sections
3. Place minimal reinforcing at joints to provide foundation continuity
4. Set precast bridge units, headwalls and wingwalls
5. Fill cells with cast-in-place concrete
6. Seal joints, grout wingwalls and backfill



## Features & Benefits of the Optimized Series

- Complete system – precast foundations, units, headwalls and wingwalls
- Rapid installation
- Material savings – concrete and steel
- Lighter piece weights or longer lay lengths for most projects
- Cost savings
- Outward horizontal reactions – one-sided keyway, reduced forming and grouting
- Maximized clear span and clear distance between footings
- Lower maintenance cost
- Proven design methodology
- Total reliability

Design Challenges »	CLEAR SPANNING			HYDRAULICS		
	O-Series	B-Series	% Diff	O-Series	B-Series	% Diff
Shape	0425	-		0327	-	
Span (ft)	25	28	-11%	27	28	-4%
Rise (ft)	5	6	-17%	9.4	8	18%
WW Area (sf)	-	-		194	195	
Concrete (tons/ft)	1.96	2.84	-31%	2.46	3.14	-22%
Steel (lb/ft)	108	211	-49%	137	227	-40%
Piece lay length (ft)	8	6	33%	8	6	33%
Trucks loads (total pieces)	3	4	-25%	9	12	-25%
Weight (tons/unit)	15.68	17.04	-8%	21.12	18.84	12%

## ACCELERATED BRIDGE CONSTRUCTION

ABC is bridge construction that uses innovative planning, design, materials and construction methods in a safe and cost-effective manner to reduce the onsite construction time that occurs when building new bridges or replacing and rehabilitating existing bridges.

### ABC improves

- Site constructability
- Total project delivery time
- Work-zone safety for the traveling public

### ABC reduces

- Traffic impacts
- Onsite construction time
- Weather-related time delays

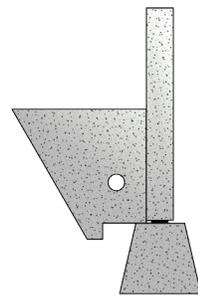


# EXPRESS™ Foundations

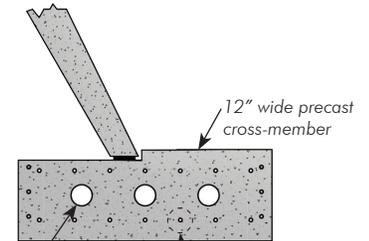
A precast foundation system that blends the speed of precast with the economy of cast-in-place

## Benefits to You

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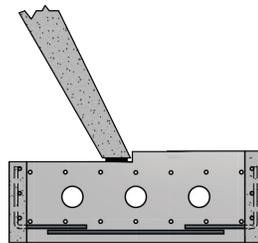


Cross section of wingwall foundation  
(20% material savings versus rectangular foundation)



Blockout in precast cross-member for CIP concrete passage between cells

Blockout for shop-installed longitudinal reinforcing bars

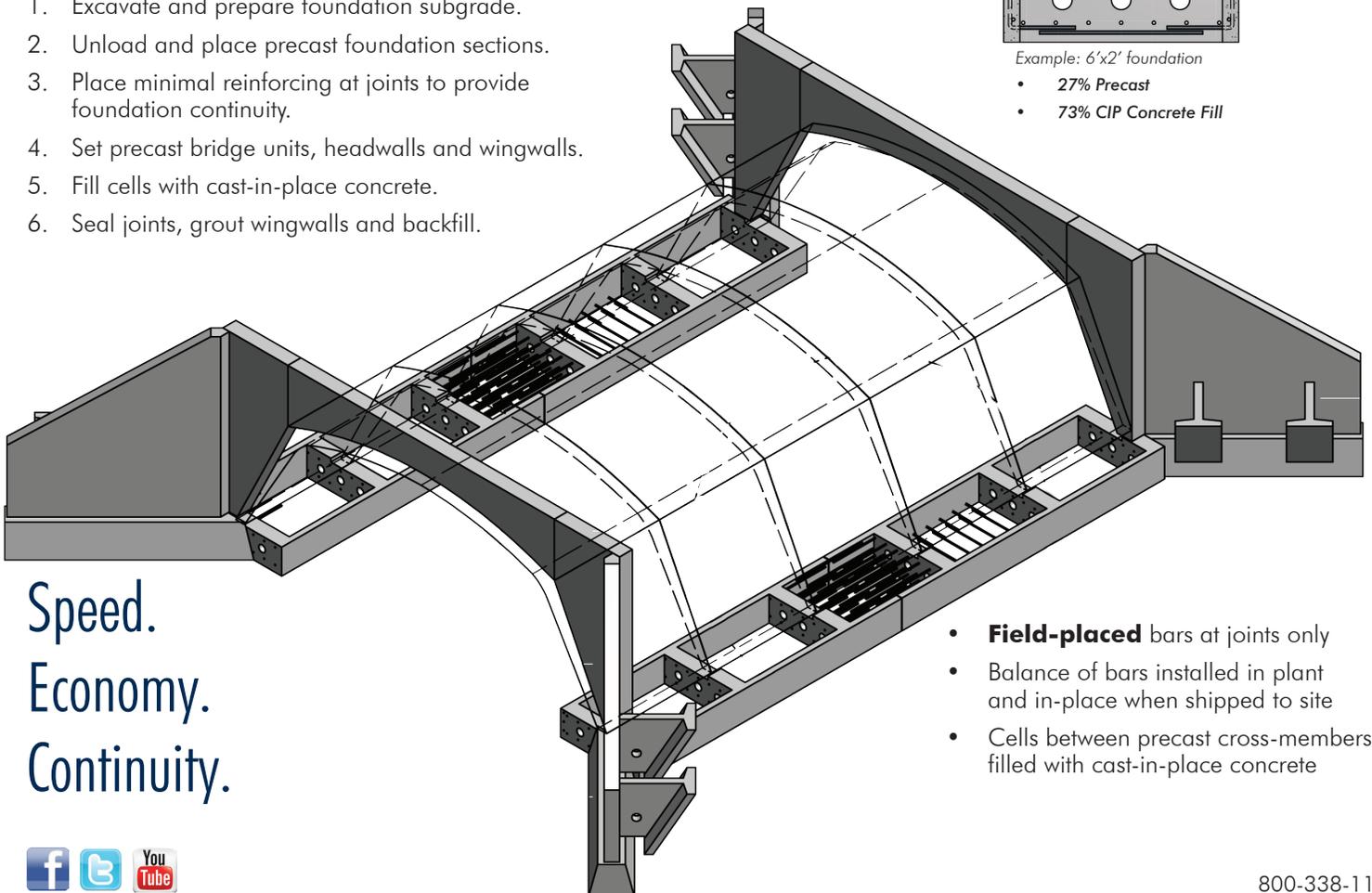


Example: 6'x2' foundation

- 27% Precast
- 73% CIP Concrete Fill

## Construction Process

1. Excavate and prepare foundation subgrade.
2. Unload and place precast foundation sections.
3. Place minimal reinforcing at joints to provide foundation continuity.
4. Set precast bridge units, headwalls and wingwalls.
5. Fill cells with cast-in-place concrete.
6. Seal joints, grout wingwalls and backfill.

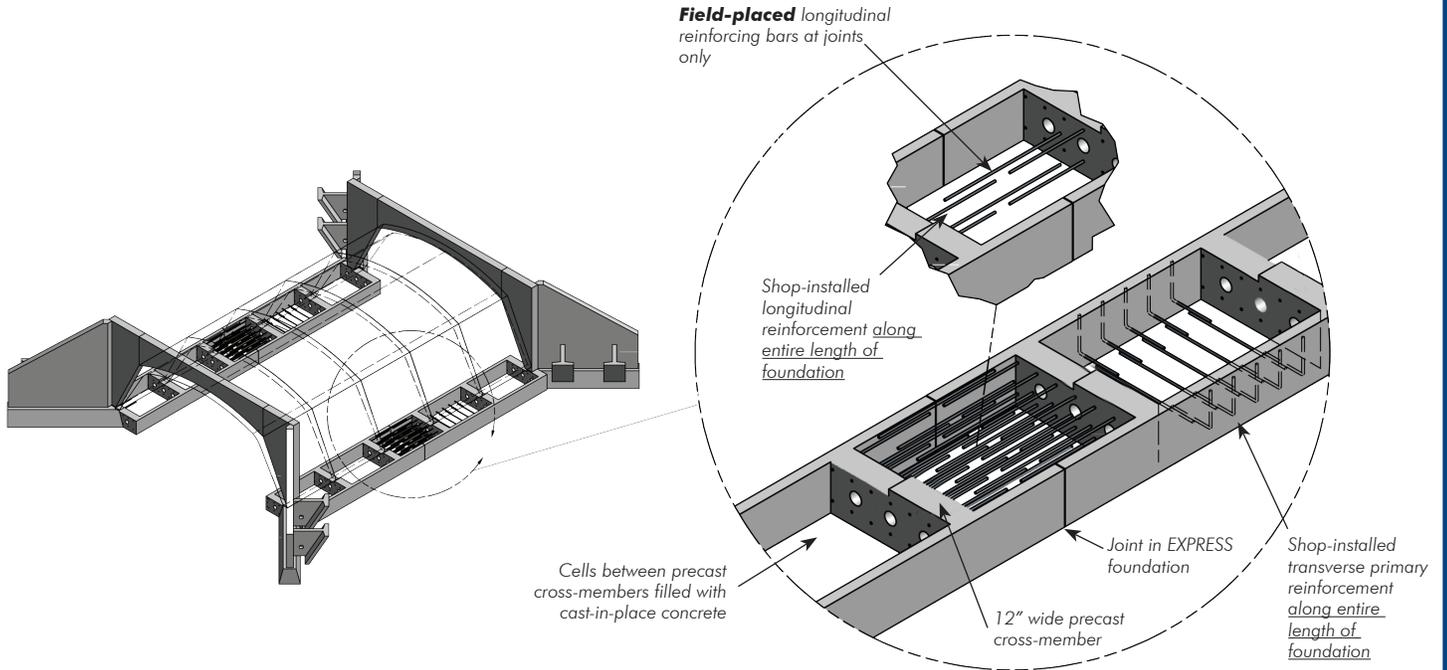


Speed.  
Economy.  
Continuity.

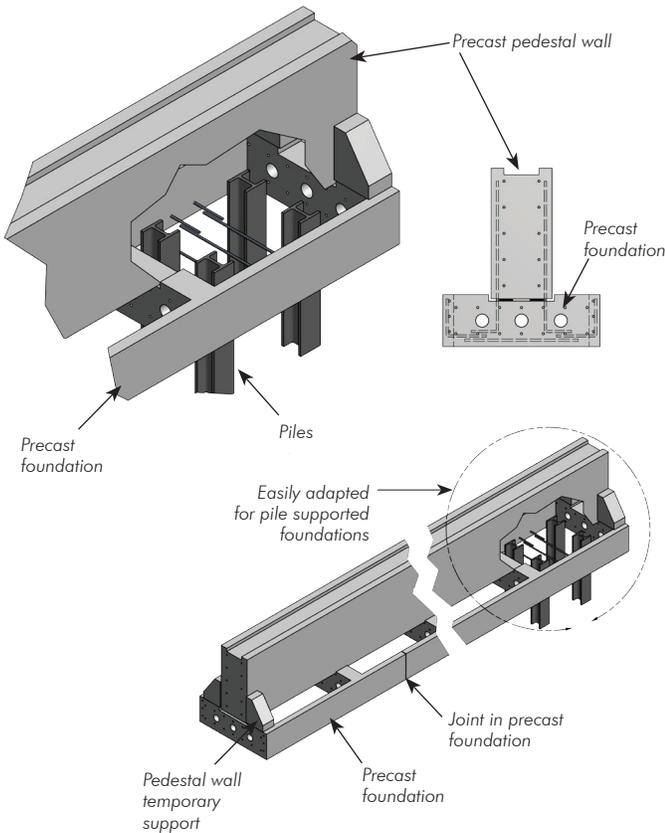
- **Field-placed** bars at joints only
- Balance of bars installed in plant and in-place when shipped to site
- Cells between precast cross-members filled with cast-in-place concrete



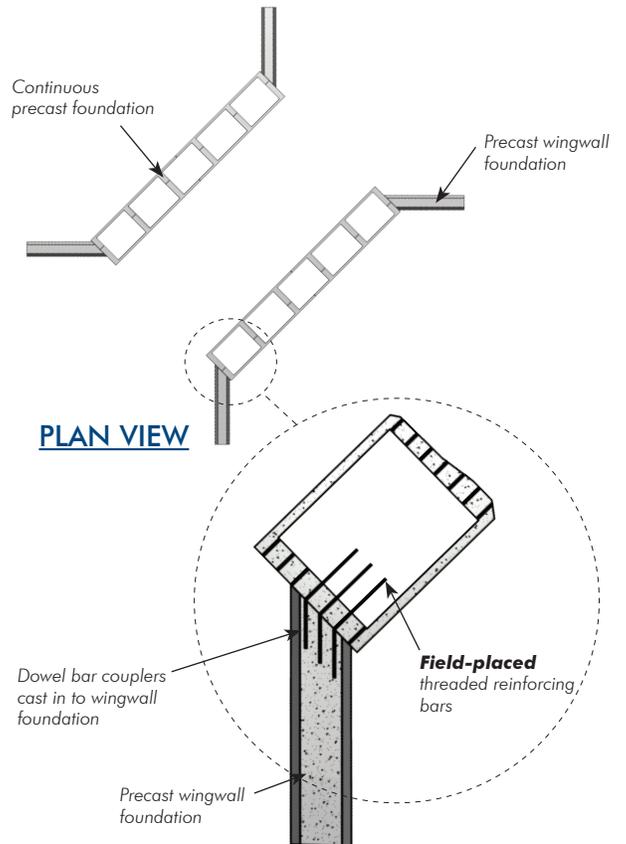
# EXPRESS™ Foundation Details



**FOUNDATION ISOMETRIC**



**PRECAST PEDESTAL WALL/PILE CAP FOUNDATION**



**PRECAST WINGWALL FOUNDATION**