

**LEGAL NOTICE
REQUEST FOR PROPOSALS
SACKETT LAKE WASTE WATER TREATMENT PLANT UPGRADES**

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Thompson will receive Proposals in accordance with specifications prepared therefore which may be obtained without charge at the Office of the Town Clerk of the Town of Thompson, Town Hall, 4052 State Route 42, Monticello, New York for the following:

**SACKETT LAKE WASTE WATER TREATMENT PLANT UPGRADES
IN THE TOWN OF THOMPSON.**

Said Proposals shall be mailed or delivered so that they shall be received at the office of the said Town Clerk by the close of business on Friday, July 26, 2024 after which date all Proposal shall be opened and read.

By Order of the Town Board
Dated Monticello, New York
June 28, 20024
Marilee J. Calhoun
Town Clerk

Town of Thompson, Sullivan County, NY
Request for Proposals (RFP) for
Sackett Lake Waste Water Treatment Plan Upgrades
RFP#24-02

BACKGROUND & SCOPE OF WORK

The TOWN OF THOMPSON in Sullivan County, NY is seeking to retain professional engineering services to design an upgraded Waste Water Treatment Plant for the Sackett Lake Sewer District. Such services will include, but not be limited to, project design and construction representation, including the preparation of plans & specifications, bid documents, permitting assistance and construction management and inspection services. Services shall also include assistance with environmental compliance and preparation of applications for governmental funding assistance. Additional services as defined by 40USC 1102 (2)(A-C) are also included as possible contract services for this RFP.

Current Waste Water Treatment Plant:

The current WWTP has a capacity of 0.500 MGD. The original plant was built in the 1950's and consists of a primary clarifier, two trickling filters, a secondary clarifier, chlorine contact tank, effluent aeration basin, and an outfall pipe to convey treated effluent to an unnamed tributary of the Mongaup River.

Project Description:

The Sackett Lake WWTP provides sanitary sewer service to the residential community, which has developed around Sackett Lake over the past-60 plus years. The Sackett Lake community is located approximately 4 miles South west of Monticello and to the west of New York State Route 42. The Town of Thompson and the New York State Department of Environmental Conservation entered into an Order on Consent in 2015 related to discharge violations at the Sackett Lake WWTP that were attributed to Inflow & Infiltration. The project consists of a new WWTP that will meet or exceed the effluent requirements of the current SPDES permit, see Attachment 1. Adherence to the Schedule of Compliance and the development of a Mercury Minimization Program (MMP) – Type II required in the SPDES is also required.

It is anticipated that this project would qualify for funding through the Clean Water State Revolving Fund (CWSRF), by either the NYSDEC Water Quality Improvement Program (WQIP) and/or the NYSEFC Water Infrastructure Improvement Act (WIIA), and the Environmental Facilities Corporation (EFC) through the federal Infrastructure Investment and Jobs Act of 2021, also known as the Bipartisan Infrastructure Law (BIL).

Preference may be given to respondents with familiarity with the Town's infrastructure and who have successfully work with the Town previously. Minority and women-owned businesses are encouraged to submit responses to the RFQ. The Town of Thompson is an Equal Opportunity/ Affirmative Action

This RFP is required by the NYS Environmental Facility Corporation's (the "EFC") architectural/ engineering procurement policy effective June 1, 2023 for EFC funded projects. See Attachment 2:

NYSRF Architectural/Engineering Services Procurement for SRF Funded Projects document for additional guidance.

RFP REQUIRED INFORMATION & FORMAT

Proposals should not exceed fifteen (15) pages in length (excluding cover and section dividers), and should include the following information:

- Cover Letter
- Firm Summary/Profile
- Summaries of at least three (3) similar projects previously completed, including project budget
- Summaries of State/Federal Grant and Loan experience
- Resumes of key staff that will be assigned to work on the project
- Three (3) client references

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town Board according to the following criteria:

Evaluation Criteria	Points
Past Work Performance	20
Past Experience with Thompson Projects	20
Staff Experience/Qualifications	20
SRF Grant Experience	20
Ability to work with municipal staff	20
Total	100

RESERVATION OF TOWN RIGHTS

The Town reserves the right to accept or reject any or all qualifications received in response to this RFP, to waive any irregularities in qualifications received, to request clarification and/or additional information during the evaluation process, to amend or cancel this RFP, to re-advertise for new submittals, and negotiate potential contract terms with the most highly qualified firm. By submitting a qualification response, the respondent hereby authorizes the Town to contact references and make such further investigations as may be in the best interest of the Town. The Town may also negotiate possible contracts to determine the most highly qualified firm to ensure compensation is fair and reasonable based on the project scope, complexity, professional nature, and the estimated value of the services to be rendered.

QUESTIONS

Questions related to this RFP are to be submitted in writing to MIKE MESSENGER, SUPERINTENDENT OF WATER & WASTEWATER, via e-mail to waterandsewer@townofthompson.com or by phone at 845-794-5280. The deadline for submitting questions is 12 PM EST, Friday, July 12, 2024. Unless otherwise authorized by the Town, respondents are advised that from the date of the release of this RFP until award of the contract, NO contact with Town personnel or Town officials is permitted with respect

to this RFP, except to request a copy of the RFP and to submit questions as stated above. Any other contact will result in the disqualification of the respondent's submittal.

RFP SUBMISSION REQUIREMENTS

Electronic submissions via e-mail are highly encouraged. Interested firms should submit an electronic copy of their proposals by close of business on Friday July 26, 2024 to MARILEE CALHOUN, TOWN CLERK/REGISTRAR marilee@townofthompson.com If you prefer to submit paper copies, please submit **two paper copies (one (1) bound and one (1) unbound)** of your proposal by the time and date indicated to MARILEE CALHOUN, TOWN CLERK/REGISTRAR, TOWN OF THOMPSON, 4052 NY RTE. 42, MONTICELLO, NY 12701.

CONTRACT

Upon selection of a finalist firm(s), the Town will initiate contract negotiations with the selected firm(s). If negotiations are unsuccessful, the Town will enter into contract negotiations with the next ranked firm. The Town is under no obligation to contract with any firm that responds to this RFP

DEFINITIONS

TERM	DEFINITION
7-Day Geo Mean	The highest allowable geometric mean of daily discharges over a calendar week.
7-Day Average	The average of all daily discharges for each 7-days in the monitoring period. The sample measurement is the highest of the 7-day averages calculated for the monitoring period.
12-Month Rolling Average (12 MRA)	The current monthly value of a parameter, plus the sum of the monthly values over the previous 11 months for that parameter, divided by the number of months for which samples were collected in the 12-month period.
30-Day Geometric Mean	The highest allowable geometric mean of daily discharges over a calendar month, calculated as the antilog of: the sum of the log of each of the daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
Action Level	Action level means a monitoring requirement characterized by a numerical value that, when exceeded, triggers additional permittee actions and department review to determine if numerical effluent limitations should be imposed.
Compliance Level / Minimum Level	A compliance level is an effluent limitation. A compliance level is given when the water quality evaluation specifies a Water Quality Based Effluent Limit (WQBEL) below the Minimum Level. The compliance level shall be set at the Minimum Level (ML) for the most sensitive analytical method as given in 40 CFR Part 136, or otherwise accepted by the Department.
Daily Discharge	The discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for the purposes of sampling. For pollutants expressed in units of mass, the 'daily discharge' is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the 'daily discharge' is calculated as the average measurement of the pollutant over the day.
Daily Maximum	The highest allowable Daily Discharge.
Daily Minimum	The lowest allowable Daily Discharge.
Effective Date of Permit (EDP or EDPM)	The date this permit is in effect.
Effluent Limitations	Effluent limitation means any restriction on quantities, quality, rates and concentrations of chemical, physical, biological, and other constituents of effluents that are discharged into waters of the state.
Expiration Date of Permit (ExDP)	The date this permit is no longer in effect.
Instantaneous Maximum	The maximum level that may not be exceeded at any instant in time.
Instantaneous Minimum	The minimum level that must be maintained at all instants in time.
Monthly Average	The highest allowable average of daily discharges over a calendar month, calculated as the sum of each of the daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
Outfall	The terminus of a sewer system, or the point of emergence of any waterborne sewage, industrial waste or other wastes or the effluent therefrom, into the waters of the State.
Range	The minimum and maximum instantaneous measurements for the reporting period must remain between the two values shown.
Receiving Water	The classified waters of the state to which the listed outfall discharges.
Sample Frequency / Sample Type / Units	See NYSDEC's "DMR Manual for Completing the Discharge Monitoring Report for the SPDES" for information on sample frequency, type and units.

PERMIT LIMITS, LEVELS AND MONITORING

OUTFALL	LIMITATIONS APPLY	RECEIVING WATER	EFFECTIVE	EXPIRING
001	All Year Unless Otherwise Specified	Tributary of Mongaup River	4/01/2024	3/31/2029

PARAMETER	EFFLUENT LIMITATION					MONITORING REQUIREMENTS				FN
	Type	Limit	Units	Limit	Units	Sample Frequency	Sample Type	Location		
								Inf.	Eff.	
Flow	Monthly Average	0.50	MGD	-	-	Continuous	Recorder	X	-	-
pH	Daily Minimum	6.5	SU	-	-	Daily	Grab	-	X	-
	Daily Maximum	8.5	SU	-	-			-	X	-
Temperature	Daily Maximum	Monitor	°F	-	-	Daily	Grab	-	X	-
CBOD ₅	Daily Maximum	10	mg/L	42	lbs/d	2/Month	6-hr. Comp.	X	X	1
Total Suspended Solids (TSS)	Daily Maximum	10	mg/L	42	lbs/d	2/Month	6-hr. Comp.	X	X	1
Settleable Solids	Daily Maximum	0.1	mL/L	-	-	Daily	Grab	-	X	-
Dissolved Oxygen	Daily Minimum	7.0	mg/L	-	-	Daily	Grab	-	X	-
Ammonia (as N) (Jun. 1 – Oct. 31)	Monthly Average	1.6	mg/L	-	-	2/Month	6-hr. Comp.	-	X	2
Ammonia (as N) (Nov. 1 – May 31)	Monthly Average	2.4	mg/L	-	-	2/Month	6-hr. Comp.	-	X	2
Total Mercury	Daily Maximum	50	ng/L	-	-	1/week	Grab	-	X	2
EFFLUENT DISINFECTION		Limit	Units	Limit	Units	Sample Frequency	Sample Type	Inf.	Eff.	FN
Required Seasonal from May 1st - October 31st										
Coliform, Fecal	30-Day Geometric Mean	200	No./100 mL	-	-	2/Month	Grab	-	X	-
Coliform, Fecal	7-Day Geometric Mean	400	No./100 mL	-	-	2/Month	Grab	-	X	-
Chlorine, Total Residual	Daily Maximum	0.03	mg/L	-	-	Daily	Grab	-	X	2, 3

FOOTNOTES:

1. Effluent shall not exceed 15% and 15% of influent concentration values for CBOD₅ & TSS respectively.
2. This is a final effluent limitation. See Schedule of Compliance for any applicable interim effluent limitations.
3. Sampling and reporting for total residual chlorine are only necessary if chlorine is used for disinfection, elsewhere in the treatment process, or the facility otherwise has reasonable potential to discharge chlorine. Otherwise, the permittee shall report NODI-9 on the DMR.

MERCURY MINIMIZATION PROGRAM (MMP) - Type II

1. General - The permittee must develop, implement, and maintain a mercury minimization program (MMP), containing the elements set forth below, to reduce mercury effluent levels with the goal of achieving the WQBEL of 0.7 ng/L.
2. MMP Elements - The MMP must be a written document and must include any necessary drawings or maps of the facility and/or collection system. Other related documents already prepared for the facility may be used as part of the MMP and may be incorporated by reference. At a minimum, the MMP must include the following elements as described in detail below:
 - a. Monitoring - Monitoring at Outfall 001, influent and other locations tributary to compliance points shall be performed using either USEPA Method 1631 or another sufficiently sensitive method, as approved under 40 CFR Part 136¹. Monitoring of raw materials, equipment, treatment residuals, and other non-wastewater/non-stormwater substances may be performed using other methods as appropriate. Monitoring must be coordinated so that the results can be effectively compared between locations.

Minimum required monitoring is as follows:

- i. Sewage Treatment Plant Influent and/or Effluent – The permittee must collect samples at the location(s) and frequency as specified in the SPDES permit limitations table.
- ii. Key Locations and Potential Mercury Sources – The permittee must sample *key locations*, chosen to identify *potential mercury sources*, at least semi-annually. Sampling of discharges from dental facilities in compliance with 6 NYCRR 374.4 is not required.
- iii. Hauled Wastes – The permittee must establish procedures for the acceptance of hauled waste to ensure the hauled waste is not a potential mercury source. Loads which may exceed 500 ng/L,² must receive approval from the Department prior to acceptance.
- iv. Decreased Monitoring Requirements - Facilities with EEQ at or below 12 ng/L are eligible for the following:
 - 1) Reduced requirements, through a permittee-initiated permit modification
 - a) Conduct influent monitoring, sampling semi-annually, in lieu of monitoring within the collection system, such as at *key locations*; and
 - b) Conduct effluent compliance sampling semi-annually.
 - 2) If a facility with reduced requirements reports discharges above 12 ng/L for two of four consecutive effluent samples, the Department may undertake a Department-initiated modification to remove the allowance of reduced requirements.
 - 3) Under the decreased permit requirements, the facility must continue to conduct a status report, as applicable in accordance with 2.c of this MMP, to determine if any waste streams have changed.

¹ Outfall monitoring must be conducted using the methods specified in Table 8 of *DOW 1.3.10*.

²A level of 0.2 mg/L (200,000 ng/L) or more is considered hazardous per 40 CFR Part 261.11. 500 ng/L is used here to alert the permittee that there is an unusual concentration of mercury and that it will need to be managed appropriately.

MERCURY MINIMIZATION PROGRAM (MMP) - Type II (Continued)

- v. Additional monitoring must be completed as required elsewhere in this permit (e.g., locations tributary to compliance points).
- b. **Control Strategy** - The control strategy must contain the following minimum elements:
 - i. **Pretreatment/Sewer Use Law** - The permittee must review pretreatment program requirements and the Sewer Use Law (SUL) to ensure it is up-to-date and enforceable with applicable permit requirements and will support efforts to achieve a dissolved mercury concentration of 0.70 ng/L in the effluent.
 - ii. **Monitoring and Inventory/Inspections for Outfall**
 - 1) Monitoring shall be performed as described in 2.a above. As mercury sources are found, the permittee must enforce its sewer use law to track down and minimize these sources.
 - 2) The permittee must inventory and/or inspect users of its system as necessary to support the MMP.
 - a) **Dental Facilities**
 - 1. The permittee must maintain an inventory of each dental facility.
 - 2. The permittee must inspect each dental facility at least once every five years to verify compliance with the wastewater treatment operation, maintenance, and notification elements of 6 NYCRR 374.4. Alternatively, the permittee may develop and implement an outreach program,³ which informs users of their responsibilities, and collect the "Amalgam Waste Compliance Report for Dental Dischargers"⁴ form, as needed, to satisfy the inspection requirements. The permittee must conduct the outreach program at least once every five years and ensure the "Amalgam Waste Compliance Report for Dental Dischargers" are submitted by new users, as necessary. The outreach program could be supported by a subset of site inspections.
 - 3. A file shall be maintained containing documentation demonstrating compliance with 2.b.ii.2)a) above. This file shall be available for review by the Department representatives and copies shall be provided upon request.
 - b) **Other potential mercury sources**
 - 1. The permittee must maintain an inventory of other *potential mercury sources*.
 - 2. The permittee must inspect other *potential mercury sources* once every five years. Alternatively, the permittee may develop and implement an outreach program which informs users of their responsibilities as *potential mercury sources*. The permittee must conduct the outreach program at least once every five years. The outreach program should be supported by a subset of site inspections.
 - 3. A file shall be maintained containing documentation demonstrating compliance with 2.b.ii.2)b) above. This file shall be available for review by the Department representatives and copies shall be provided upon request.
 - iii. **Systems with CSO & Type II SSO Outfalls** – Permittees must prioritize *potential mercury sources* upstream of CSOs and Type II SSOs for mercury reduction activities and/or controlled-release discharge.
 - iv. **Equipment and Materials** – Equipment and materials (e.g., thermometers, thermostats) used by the permittee, which may contain mercury, must be evaluated by the permittee. As equipment and materials containing mercury are updated/replaced, the permittee must use mercury-free alternatives, if possible.
 - v. **Bulk Chemical Evaluation** – For chemicals, used at a rate which exceeds 1,000 gallons/year or 10,000 pounds/year, the permittee must obtain a manufacturer's certificate of analysis, a chemical analysis performed by a certified laboratory, and/or a notarized affidavit which describes the substances' mercury concentration and the detection limit achieved. If possible, the permittee must only use bulk chemicals utilized in the wastewater treatment process which contain <10 ppb mercury.
- c. **Status Report - A semiannual status report** must be developed and maintained on site, in accordance with the Schedule of Additional Submittals, summarizing:
 - i. All MMP monitoring results for Outfall 001 for the previous reporting period;
 - ii. A list of known and *potential mercury sources* for Outfall 001

³ For example, the outreach program could include education about sources of mercury and what to do if a mercury source is found.

⁴ The form, "Amalgam Waste Compliance Report for Dental Dischargers," can be found here:
https://www.dec.ny.gov/docs/water_pdf/dentalform.pdf

- 1) If the permittee meets the criteria for MMP Type IV, the permittee must notify the Department for a permittee-initiated modification;
- iii. All actions undertaken, pursuant to the control strategy, during the previous reporting period;
- iv. Actions planned, pursuant to the control strategy, for the upcoming reporting period; and
- v. Progress towards achieving a dissolved mercury concentration of 0.70 ng/L in the effluent (e.g., summarizing reductions in effluent concentrations as a result of the control strategy implementation and/or installation/modification of a treatment system).

The permittee must maintain a file with all MMP documentation. The file must be available for review by Department representatives and copies must be provided upon request in accordance with 6 NYCRR 750-2.1(i) and 750-2.5(c)(4).

3. MMP Modification - The MMP must be modified whenever:
 - a. Changes at the facility, or within the collection system, increase the potential for mercury discharges;
 - b. Effluent discharges exceed the current permit limitation(s); or
 - c. A letter from the Department identifies inadequacies in the MMP.

The Department may use information in the status reports, as applicable in accordance with 2.c of this MMP, to determine if the permit limitations and MMP Type is appropriate for the facility.

DEFINITIONS:

Key location – a location within the collection/wastewater system (e.g. including but not limited to a specific manhole/access point, tributary sewer/wastewater connection, or user discharge point) identified by the permittee as a potential mercury source. The permittee may adjust key locations based upon sampling and/or best professional judgement.

Potential mercury source – a source identified by the permittee that may reasonably be expected to have total mercury contained in the discharge. Some potential mercury sources include switches, fluorescent lightbulbs, cleaners, degreasers, thermometers, batteries, hauled wastes, universities, hospitals, laboratories, landfills, Brownfield sites, or raw material storage.

DISCHARGE NOTIFICATION REQUIREMENTS

- (a) The permittee shall install and maintain identification signs at all outfalls to surface waters listed in this permit, unless the Permittee has obtained a waiver in accordance with the Discharge Notification Act (DNA). Such signs shall be installed before initiation of any new discharge location.
- (b) Subsequent modifications to or renewal of this permit does not reset or revise the deadline set forth in (a) above, unless a new deadline is set explicitly by such permit modification or renewal.
- (c) The Discharge Notification Requirements described herein do not apply to outfalls from which the discharge is composed exclusively of storm water, or discharges to ground water.
- (d) The sign(s) shall be conspicuous, legible and in as close proximity to the point of discharge as is reasonably possible while ensuring the maximum visibility from the surface water and shore. The signs shall be installed in such a manner to pose minimal hazard to navigation, bathing or other water related activities. If the public has access to the water from the land in the vicinity of the outfall, an identical sign shall be posted to be visible from the direction approaching the surface water.

The signs shall have **minimum** dimensions of eighteen inches by twenty-four inches (18" x 24") and shall have white letters on a green background and contain the following information:

<p>N.Y.S. PERMITTED DISCHARGE POINT</p> <p>SPDES PERMIT No.: NY _____</p> <p>OUTFALL No. : _____</p> <p>For information about this permitted discharge contact:</p> <p>Permittee Name: _____</p> <p>Permittee Contact: _____</p> <p>Permittee Phone: () - ### - ####</p> <p>OR:</p> <p>NYSDEC Division of Water Regional Office Address:</p> <p>NYSDEC Division of Water Regional Phone: () - ### - ####</p>

- (e) Upon request, the permittee shall make available electronic or hard copies of the sampling data to the public. In accordance with the RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS page of your permit, each DMR shall be maintained (either electronically or as a hard copy) on record for a period of five years.
- (f) The permittee shall periodically inspect the outfall identification sign(s) in order to ensure they are maintained, are still visible, and contain information that is current and factually correct. Signs that are damaged or incorrect shall be replaced within 3 months of inspection.

SCHEDULE OF COMPLIANCE

a) The permittee shall comply with the following schedule:

Outfall(s)	Compliance Action	Compliance Date ⁵
001	INTERIM PROGRESS REPORT ⁶ The permittee shall provide a status update on the <i>Preliminary Engineering Report</i> .	1/1/2025
001	PRELIMINARY ENGINEERING REPORT The permittee shall submit an approvable ⁷ Preliminary Engineering Report (PER) that meets the requirements of the EFC/DEC Engineering Report Outline (https://www.dec.ny.gov/permits/6054.html). The report shall describe treatment alternatives or other control mechanisms (i.e., pretreatment program / Sewer Use Law) that may be used to comply with the final effluent limitation(s) for Ammonia and Total Residual Chlorine.	4/1/2025
001	INTERIM PROGRESS REPORT The permittee shall provide a status update for the <i>Design Documents</i> .	1/1/2026
001	DESIGN DOCUMENTS The permittee shall submit approvable ⁷ Design Documents including a Basis of Design Report (BODR), Plans, Specifications, and Construction Schedule for the selected alternative that will ensure compliance with final effluent limitation(s) for Ammonia and Total Residual Chlorine.	4/1/2026
001	INTERIM PROGRESS REPORT The permittee shall provide a status update for <i>Complete Construction</i> .	1/1/2027 10/1/2027 7/1/2028
001	COMPLETE CONSTRUCTION The permittee shall provide a Certificate of Completion ⁸ to the Department that the disposal system has been fully completed in accordance with the approved Design Documents.	10/1/2028
001	COMMENCE OPERATION Following receipt of Department acceptance of Certificate of Completion, the permittee shall comply with the final effluent limitation(s) described in this permit for Ammonia and Total Residual Chlorine.	Upon Department Acceptance

Unless noted otherwise, the above actions are one-time requirements.

OUTFALL	PARAMETER	INTERIM EFFLUENT LIMIT					MONITORING REQUIREMENTS				Notes
		Type	Limit	Units	Limit	Units	Sample Frequency	Sample Type	Location		
									Inf.	Eff.	
001	Total Residual Chlorine	Daily Maximum	2.0	mg/l	-	-	Daily	Grab	-	X	1
001	Ammonia (as N)	Daily Maximum	Monitor	mg/l			2/month	6-hour composite		X	1
001	Mercury	Daily Maximum	200	ng/l			1/week	Grab		X	1

Notes: 1. Interim limits expire upon the commencement of operation of the upgraded WWTP or implementation of control mechanisms to meet the final effluent limit.

⁵ 6 NYCRR 750-1.14 (a)

⁶ 6 NYCRR 750-1.14 (b)

⁷ 6 NYCRR 750 1.2 (a)(8)

⁸ 6 NYCRR 750-2.10 (c)

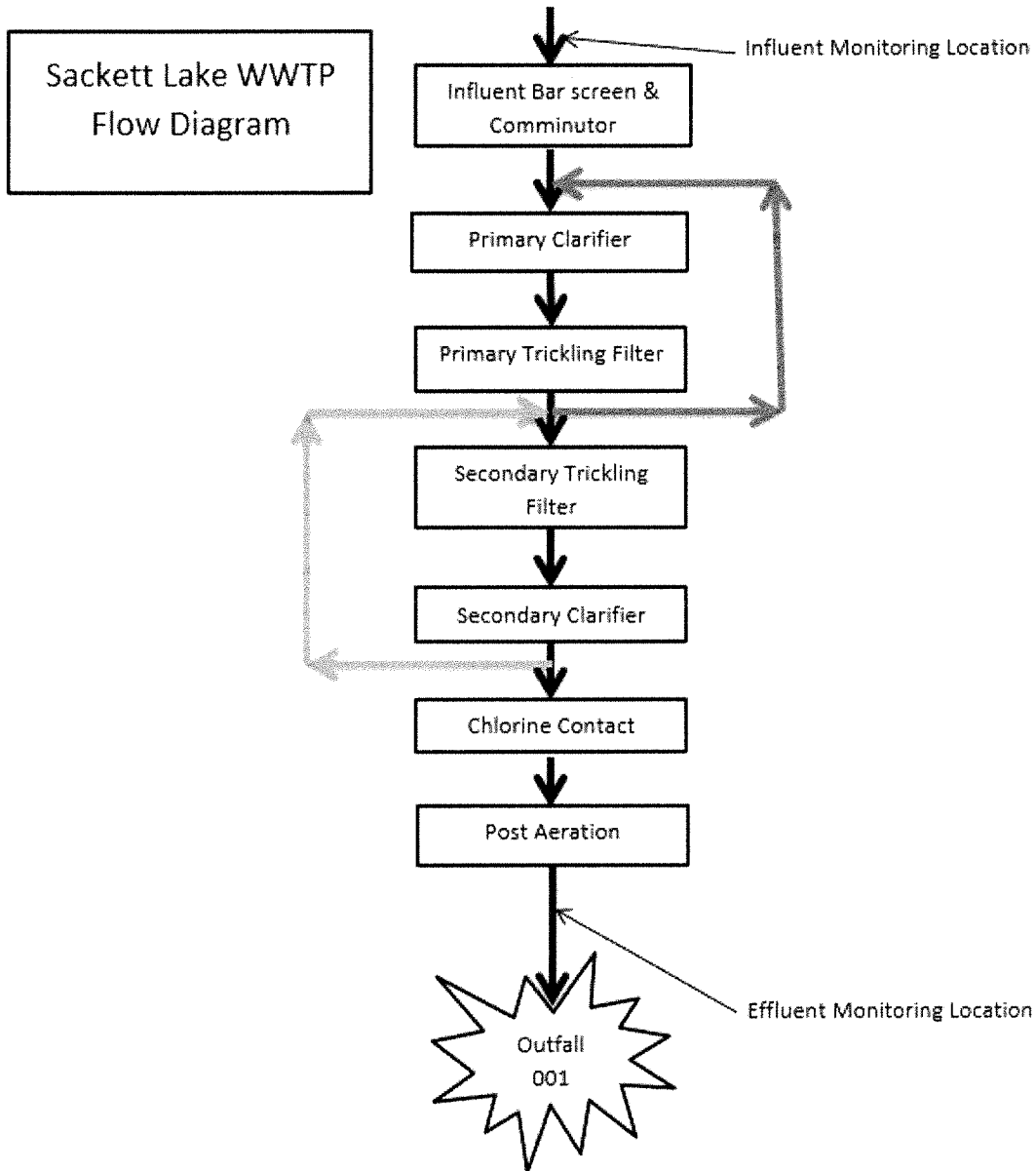
- b) The permittee shall submit a written notice of compliance or non-compliance with each of the above schedule dates no later than 14 days following each elapsed date, unless conditions require more immediate notice as prescribed in 6 NYCRR Part 750-1.2(a) and 750-2. All such compliance or non-compliance notification shall be sent to the locations listed under the section of this permit entitled RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS. Each notice of non-compliance shall include the following information:
1. A short description of the non-compliance;
 2. A description of any actions taken or proposed by the permittee to comply with the elapsed schedule requirements without further delay and to limit environmental impact associated with the non-compliance;
 3. Any details which tend to explain or mitigate an instance of non-compliance; and
 4. An estimate of the date the permittee will comply with the elapsed schedule requirement and an assessment of the probability that the permittee will meet the next scheduled requirement on time.
- c) The permittee shall submit copies of any document required by the above schedule of compliance to the NYSDEC Regional Water Engineer and to the Bureau of Water Permits.

MONITORING LOCATIONS

The permittee shall take samples and measurements, to comply with the monitoring requirements specified in this permit, at the location(s) specified below:

Influent Monitoring takes place prior to Plant Bar Screen.

Effluent Monitoring takes place after flow meter and prior to Outfall Pipe.



GENERAL REQUIREMENTS

- A. The regulations in 6 NYCRR Part 750 are hereby incorporated by reference and the conditions are enforceable requirements under this permit. The permittee shall comply with all requirements set forth in this permit and with all the applicable requirements of 6 NYCRR Part 750 incorporated into this permit by reference, including but not limited to the regulations in paragraphs B through I as follows:
- B. General Conditions
- | | |
|--|---|
| 1. Duty to comply | 6 NYCRR 750-2.1(e) & 2.4 |
| 2. Duty to reapply | 6 NYCRR 750-1.16(a) |
| 3. Need to halt or reduce activity not a defense | 6 NYCRR 750-2.1(g) |
| 4. Duty to mitigate | 6 NYCRR 750-2.7(f) |
| 5. Permit actions | 6 NYCRR 750-1.1(c), 1.18, 1.20 & 2.1(h) |
| 6. Property rights | 6 NYCRR 750-2.2(b) |
| 7. Duty to provide information | 6 NYCRR 750-2.1(i) |
| 8. Inspection and entry | 6 NYCRR 750-2.1(a) & 2.3 |
- C. Operation and Maintenance
- | | |
|-----------------------------------|--------------------------------------|
| 1. Proper Operation & Maintenance | 6 NYCRR 750-2.8 |
| 2. Bypass | 6 NYCRR 750-1.2(a)(17), 2.8(b) & 2.7 |
| 3. Upset | 6 NYCRR 750-1.2(a)(94) & 2.8(c) |
- D. Monitoring and Records
- | | |
|---------------------------|--|
| 1. Monitoring and records | 6 NYCRR 750-2.5(a)(2), 2.5(a)(6), 2.5(c)(1), 2.5(c)(2), & 2.5(d) |
| 2. Signatory requirements | 6 NYCRR 750-1.8 & 2.5(b) |
- E. Reporting Requirements
- | | |
|------------------------------|-----------------------------|
| 1. Reporting requirements | 6 NYCRR 750-2.5, 2.7 & 1.17 |
| 2. Anticipated noncompliance | 6 NYCRR 750-2.7(a) |
| 3. Transfers | 6 NYCRR 750-1.17 |
| 4. Monitoring reports | 6 NYCRR 750-2.5(e) |
| 5. Compliance schedules | 6 NYCRR 750-1.14(d) |
| 6. 24-hour reporting | 6 NYCRR 750-2.7(c) & (d) |
| 7. Other noncompliance | 6 NYCRR 750-2.7(e) |
| 8. Other information | 6 NYCRR 750-2.1(f) |
- F. Planned Changes
1. The permittee shall give notice to the Department as soon as possible of planned physical alterations or additions to the permitted facility when:
 - a. The alteration or addition to the permitted facility may meet any of the criteria for determining whether facility is a new source in 40 CFR §122.29(b); or
 - b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject either to effluent limitations in the permit, or to notification requirements under 40 CFR §122.42(a)(1); or
 - c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.

In addition to the Department, the permittee shall submit a copy of this notice to the United States Environmental Protection Agency at the following address: U.S. EPA Region 2, Clean Water Regulatory Branch, 290 Broadway, 24th Floor, New York, NY 10007-1866.

GENERAL REQUIREMENTS (continued)

G. Sludge Management

The permittee shall comply with all applicable requirements of 6 NYCRR Part 360.

H. SPDES Permit Program Fee

The permittee shall pay to the Department an annual SPDES permit program fee within 30 days of the date of the first invoice, unless otherwise directed by the Department, and shall comply with all applicable requirements of ECL 72-0602 and 6 NYCRR Parts 480, 481 and 485. Note that if there is inconsistency between the fees specified in ECL 72-0602 and 6 NYCRR Part 485, the ECL 72-0602 fees govern.

I. Water Treatment Chemicals (WTCs)

New or increased use and discharge of a WTC requires prior Department review and authorization. At a minimum, the permittee must notify the Department in writing of its intent to change WTC use by submitting a completed *WTC Notification Form* for each proposed WTC. The Department will review that submittal and determine if a SPDES permit modification is necessary or whether WTC review and authorization may proceed outside of the formal permit administrative process. The majority of WTC authorizations do not require SPDES permit modification. In any event, use and discharge of a WTC shall not proceed without prior authorization from the Department. Examples of WTCs include biocides, coagulants, conditioners, corrosion inhibitors, defoamers, deposit control agents, flocculants, scale inhibitors, sequestrants, and settling aids.

1. WTC use shall not exceed the rate explicitly authorized by this permit or otherwise authorized in writing by the Department.
2. The permittee shall maintain a logbook of all WTC use, noting for each WTC the date, time, exact location, and amount of each dosage, and, the name of the individual applying or measuring the chemical. The logbook must also document that adequate process controls are in place to ensure that excessive levels of WTCs are not used.
3. The permittee shall submit a completed WTC Annual Report Form each year that they use and discharge WTCs. This form shall be submitted in electronic format and attached to either the December DMR or the annual monitoring report required below. The *WTC Notification Form* and *WTC Annual Report Form* are available from the Department's website at: <http://www.dec.ny.gov/permits/93245.html>

RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS

- A. The monitoring information required by this permit shall be retained for a period of at least five years from the date of the sampling for subsequent inspection by the Department or its designated agent.
- B. Discharge Monitoring Reports (DMRs): Completed DMR forms shall be submitted for each 1 month reporting period in accordance with the DMR Manual available on Department's website.

DMRs must be submitted electronically using the electronic reporting tool (NetDMR) specified by NYSDEC. Instructions on the use of NetDMR can be found at <https://www.dec.ny.gov/chemical/103774.html>. **Hardcopy paper DMRs will only be accepted if a waiver from the electronic submittal requirements has been granted by DEC to the facility.**

Attach the monthly "Wastewater Facility Operation Report" (form 92-15-7) and any required DMR attachments electronically to the DMR or with the hardcopy submittal.

The first monitoring period begins on the effective date of this permit, and, unless otherwise required, the reports are due no later than the 28th day of the month following the end of each monitoring period.

- C. Additional information required to be submitted by this permit shall be summarized and reported to the RWE and Bureau of Water Permits at the following addresses:

Department of Environmental Conservation
Division of Water, Bureau of Water Permits
625 Broadway, Albany, New York 12233-3505 Phone: (518) 402-8111

Department of Environmental Conservation
Regional Water Engineer, Region 3
21 South Putt Corners Rd., New Paltz, NY 12561 Phone: (845) 256-3000

- D. Bypass and Sewage Pollutant Right to Know Reporting: In accordance with the Sewage Pollutant Right to Know Act (ECL § 17-0826-a), Publicly Owned Treatment Works (POTWs) are required to notify DEC and Department of Health within two hours of discovery of an untreated or partially treated sewage discharge and to notify the public and adjoining municipalities within four hours of discovery. Information regarding reporting and other requirements of this program may be found on the Department's website. In addition, POTWs are required to provide a five-day incident report and supplemental information to the DEC in accordance with Part 750-2.7(d) by utilizing the Division of Water Report of Noncompliance Event form unless waived by DEC on a case-by-case basis.

- E. Schedule of Additional Submittals:

The permittee shall submit as a hardcopy the following information to the Regional Water Engineer and to the Bureau of Water Permits, unless otherwise instructed:

SCHEDULE OF ADDITIONAL SUBMITTALS		
Outfall(s)	Required Action	Due Date
001	<u>MERCURY MINIMIZATION PROGRAM (MMP)</u> The permittee must prepare and implement a MMP in accordance with the requirements of this permit. The permittee must complete and maintain onsite a semiannual mercury minimization status report in accordance with the requirements of this permit. These documents must be maintained onsite.	4/1/2025, semiannually thereafter

Unless noted otherwise, the above actions are one-time requirements.

- F. Monitoring and analysis shall be conducted using sufficiently sensitive test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit.
- G. More frequent monitoring of the discharge(s), monitoring point(s), or waters of the State than required by the permit, where analysis is performed by a certified laboratory or where such analysis is not required to be performed by a certified laboratory, shall be included in the calculations and recording of the data on the corresponding DMRs.
- H. Calculations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.
- I. Unless otherwise specified, all information recorded on the DMRs shall be based upon measurements and sampling carried out during the most recently completed reporting period.
- J. Any laboratory test or sample analysis required by this permit for which the State Commissioner of Health issues certificates of approval pursuant to section 502 of the Public Health Law shall be conducted by a laboratory which has been issued a certificate of approval. Inquiries regarding laboratory certification should be directed to the New York State Department of Health, Environmental Laboratory Accreditation Program.

and all other necessary improvements. The project has qualified for funding from the NYS Environmental Facilities Corporation (EFC) State Revolving Fund (SRF).

Project #3

Name: Emerald Green 1, 2 & 3 Improvements

Number: C3-5378-02-00

Estimated Project Cost: \$3.3M

Description:

See basic overview of the Emerald Green WWTP above under Project #2. This project consists of the replacement of approximately 2,000 LF of existing 8" sewer force main, replacement of pump station 1 and approximately 500 LF of 4" force main. Installation of emergency generators at pump stations 3, 4, 5 & 6.

Project #4

Name: Sackett Lake Sewer District I&I Improvements

Number: C3-5378-08-00

Estimated Project Cost: \$2.2M

Description:

The Sackett Lake WWTP provides sanitary sewer service to the residential community, which has developed around Sackett Lake over the past 50 plus years. The Sackett Lake community is located approximately 4 miles South west of Monticello and to the west of New York State Route 42. The Town of Thompson and the New York State Department of Environmental Conservation entered into an Order on Consent in 2015 related to discharge violations at the Sackett Lake WWTP that were attributed to Inflow & Infiltration. The project consists of partial replacement of pipes with new mains and manholes, as well as utilizing a Cured-in-place pipe (CIPP) to line the existing main

Project #5

Name: Harris Sewer District Modifications & Upgrades

Number: C3-5378-02-00

Estimated Project Cost: \$16M

Description:

The Harris Sewer District serves several residential and commercial users utilizing a gravity sewer collection system, multiple pump stations and a series of force mains to collect and convey sewage to the Village of Monticello's Waste Water Treatment Plant. Replacement of the existing infrastructure is necessary in order to restore the functionality of the sewer collection system and eliminate the potential of reoccurring SSOs in the future. The project consists of three pump stations, a gravity collection system and sewer force mains to convey the raw sewage to the Village of Monticello's Waste Water Treatment Plant. The project will include the demolition and replacement of the three existing pump stations, the construction of a new pump station and the installation of approximately 21,500 linear feet of sewer force main.

**** Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply****

All of these projects qualified for funding through the Clean Water State Revolving Fund (CWSRF), by either the NYSDEC Water Quality Improvement Program (WQIP) and/or the NYSEFC Water Infrastructure Improvement Act (WIIA), and the Environmental Facilities Corporation (EFC) through the federal Infrastructure Investment and Jobs Act of 2021, also known as the Bipartisan Infrastructure Law (BIL).

Separate awards may be made for each project based on proposals received from qualified professionals. Preference will be given to respondents with familiarity with the Town’s infrastructure and who have successfully work with the Town previously. Minority and women-owned businesses are encouraged to submit responses to the RFQ. The Town of Thompson is an Equal Opportunity/Affirmative Action

This RFQ is required by the NYS Environmental Facility Corporation's (the "EFC") architectural/engineering procurement policy effective June 1, 2023 for EFC funded projects. See Attachment 1: NYSRF Architectural/Engineering Services Procurement for SRF Funded Projects document for additional guidance.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed fifteen (15) pages in length (excluding cover and section dividers), and should include the following information:

- Transmittal Letter Form (attached at end of this RFQ)
- Firm Summary/Profile
- Summaries of at least three (3) similar projects previously completed, including project budget
- Summaries of State/Federal Grant and Loan experience
- Resumes of key staff that will be assigned to work on the project
- Three (3) client references

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town Board according to the following criteria:

Evaluation Criteria	Points
Past Work Performance	20
Past Experience with Thompson Projects	20
Staff Experience/Qualifications	20
SRF Grant Experience	20
Ability to work with municipal staff	20
Total	100

***** Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply*****

RESERVATION OF TOWN RIGHTS

The Town reserves the right to accept or reject any or all qualifications received in response to this RFQ, to waive any irregularities in qualifications received, to request clarification and/or additional information during the evaluation process, to amend or cancel this RFQ, to re-advertise for new submittals, and negotiate potential contract terms with the most highly qualified firm. By submitting a qualification response, the respondent hereby authorizes the Town to contact references and make such further investigations as may be in the best interest of the Town. The Town may also negotiate possible contracts to determine the most highly qualified firm to ensure compensation is fair and reasonable based on the project scope, complexity, professional nature, and the estimated value of the services to be rendered.

QUESTIONS

Questions related to this RFQ are to be submitted in writing to MIKE MESSENGER, SUPERINTENDENT OF WATER & WASTEWATER, via e-mail to waterandsewer@townofthompson.com or by phone at 845-794-5280. The deadline for submitting questions is 12 PM EST, Friday, March 8, 2024. Unless otherwise authorized by the Town, respondents are advised that from the date of the release of this RFQ until award of the contract, NO contact with Town personnel or Town officials is permitted with respect to this RFQ, except to request a copy of the RFQ and to submit questions as stated above. Any other contact will result in the disqualification of the respondent's submittal.

RFQ SUBMISSION REQUIREMENTS

Electronic submissions via e-mail are highly encouraged. Interested firms should submit an electronic copy of their proposals by close of business on Friday March 22, 2024 to MARILEE CALHOUN, TOWN CLERK/REGISTRAR marilee@townofthompson.com If you prefer to submit paper copies, please submit **two paper copies (one (1) bound and one (1) unbound)** of your proposal by the time and date indicated to MARILEE CALHOUN, TOWN CLERK/REGISTRAR, TOWN OF THOMPSON, 4052 NY RTE. 42, MONTICELLO, NY 12701.

CONTRACT

Upon selection of a finalist firm(s), the Town will initiate contract negotiations with the selected firm(s). If negotiations are unsuccessful, the Town will enter into contract negotiations with the next ranked firm. The Town is under no obligation to contract with any firm that responds to this RFQ.

***** Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply*****



**Environmental
Facilities Corporation**

**Department
of Health**

**New York State Revolving Fund
ARCHITECTURAL/ENGINEERING
SERVICES PROCUREMENT FOR
ENVIRONMENTAL FACILITIES
CORPORATION FUNDED PROJECTS**

Effective June 1, 2023

**New York State Environmental Facilities Corporation
625 Broadway, Albany, NY 12207-2997
P: (518) 402-6924
www.efc.ny.gov**

ARCHITECTURAL/ENGINEERING SERVICES PROCUREMENT FOR SRF FUNDED PROJECTS

****Applies to CWSRF and DWSRF****

Municipalities requesting financing for A/E services must procure A/E services in accordance with certain qualifications-based requirements. This guidance document describes the types of services that are considered A/E services and how these A/E services must be procured.

Please Note: This guidance document applies to **all projects** financed by the Environmental Facilities Corporation (“EFC”) whose A/E services are procured *after* 10/1/2022.¹

If a municipality is seeking project financing for A/E services that were not procured pursuant to this guidance document, EFC will only finance such A/E services if:

1. The procurement occurred *before* 10/1/2022;
2. A financing application is submitted for the project prior to June 16, 2023; and
3. A project finance agreement is entered into for the financing of such project prior to October 1, 2024.

What types of services are covered A/E services?

Contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or A/E services as defined in 40 U.S.C. 1102(2)(A-C):

(A) professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described in this paragraph;

(B) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and

(C) other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

¹ A municipality that entered into a project finance agreement with EFC before October 1, 2022, should reach out to EFC to discuss any new procurement of A/E services.

How must A/E services be procured?

Municipalities must procure A/E services pursuant to the provisions of 40 U.S.C. 1101 *et seq.* In general, these require:

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
- (ii) Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- (iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- (iv) Selection of at least three firms considered to be the most highly qualified to provide the required services; and
- (v) 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 cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.

How does the municipality show compliance with the federal A/E procurement requirements?

Municipalities will be required to execute an EFC Certification for Architectural/Engineering Services Procurement for Federally Funded Projects in the form attached to this guidance (“Certification”). The Certification must be signed by an authorized representative of the municipality. It cannot be signed by a hired contractor or consultant.

What if the municipality does not generate interest from at least three firms?

A procurement of A/E services shall be considered in compliance even when the municipality does not generate three responses so long as the municipality made a good faith effort to publicly advertise and directly solicit participation.

What A/E documentation does a municipality need to keep?

The Certification and documentation evidencing completion of the procurement steps outlined above are required to be kept on file by the municipality and be made available for inspection upon EFC’s request. These documents must be kept for the term of the EFC financing plus 6 years.

Are contract amendments subject to federal A/E procurement requirements?

Significant contractual amendments are subject to this requirement. Significant contractual amendments are amendments to existing contracts that have a value greater than \$100,000 AND introduce a new scope of work or task.



Environmental Facilities Corporation Certification for Architectural/Engineering Services Procurement for Federally Funded Projects

Municipality: []

EFC Project Number: []

Table with 3 columns: Contract ID, Contractor Name, Execution Date. Contains 3 empty rows.

I, [], am an Authorized Representative of the Municipality.

I hereby certify that the Municipality has procured the Architectural and Engineering Services (as that term is defined in 40 U.S.C. 1102) for the contract(s) listed above in accordance with 40 U.S.C. 1101 et seq., as outlined below.

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
(ii) Evaluation and ranking of the submitted qualifications statements was based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
(iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
(iv) Selection of at least three firms considered to be the most highly qualified to provide the services required; and
(v) 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 continued in order of qualification.

[]

Authorized Representative

Title: []

Date: []