

CITY OF NEWBURGH

Orange County, New York

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR DATA COLLECTION AND PREPARATION OF AN INFRASTRUCTURE INVENTORY

The City of Newburgh, New York hereby requests the submission of proposals for professional services from qualified Engineering and/or Planning Firms to collect and assemble all necessary data and to prepare an inventory of infrastructure for the City of Newburgh.

SUBMISSION OF PROPOSALS

Qualified firms shall submit four (4) copies of the proposal to the City of Newburgh, Director of Code Compliance, 123 Grand Street, Newburgh, New York, 12550, *not later than four o'clock p.m. (4:00 p.m.) eastern time on Wednesday, April 12th, 2006.*

Proposals shall be suitably bound and should be organized so that required mandatory information is first and with any supplementary information which the respondents wish to include following to the greatest extent possible; the submitted format shall be limited to 8-1/2" x 11" format. The front cover of the proposal shall clearly indicate firm name, address and telephone number and designated contact person.

Proposals shall be delivered to the **Code Compliance Office, Attn: Bill Cummings, 1st Flr, 123 Grand Street, Newburgh, New York 12550** by hand, mail or the other courier type services. Proposals must be in a sealed envelope with the company name and the words "**RFP for Professional Services for Data Collection and Preparation of Infrastructure Inventory**" *clearly marked* on the outer envelope. Facsimile or electronic mail submittals will not be permitted.

BACKGROUND

The City of Newburgh is in the process of developing an infrastructure management plan, the first phase of which is the preparation of a complete inventory of infrastructure in the City.

The City of Newburgh is located in Orange County, New York and is bounded by the Hudson River, the Town of Newburgh and the Town of New Windsor. The City has an approximate area of four (4) square miles. The City is served by public (City owned and operated) (1) sanitary sewer, (2) combined storm sewer, (3) water supply, (4) separate storm sewer, (5) fire alarm, (6) traffic signal and (7) roadway systems all of which are considered infrastructure.

The work products, which are anticipated to be provided by the consultant, includes eight (4) hard copy paper wall maps of each of the seven (1-7) elements listed above and each element (1-7) delivered as a GIS layer complete with vector and symbol

data required to accurately represent the infrastructure elements for future mapping and data inquiry purposes.

The data required for each element (1-7) is as follows:

(1) Sanitary Sewer:

- a. Manholes
 - i. ID
 - ii. Rim
 - iii. Inverts of all pipes identifying whether in, out and direction
 - iv. Structure type, Invert
 - v. Confined entry identification number if exists
 - vi. General Conditions
 - 1. Cover
 - 2. Base
 - 3. Walls
- b. Pipes
 - i. ID
 - ii. Size
 - iii. Material
 - iv. Length
 - v. Slope
 - vi. Start Invert, End Invert
- c. Pumping Stations
 - i. ID
 - ii. Capacity
 - iii. Pump Sizes, Pressures
 - iv. Emergency alarm or backup systems
 - v. Structure Types/Sizes
- d. Force Mains
 - i. ID
 - ii. Size
 - iii. Materials
 - iv. Pressure Characteristics

(2) Combined Sewer

- a. Manholes
 - i. ID
 - ii. Rim
 - iii. Inverts of all pipes identifying whether in, out and direction
 - iv. Structure type, Invert
 - v. Confined entry identification number if exists
 - vi. General Conditions
 - 1. Cover
 - 2. Base
 - 3. Walls
- b. Pipes
 - i. ID
 - ii. Size
 - iii. Material

- iv. Length
- v. Slope
- vi. Start Invert, end invert

(3) Water Supply

- a. Pipes
 - i. ID
 - ii. Size
 - iii. Material
 - iv. Depth
- b. Valves
 - i. ID
 - ii. Size
 - iii. Depth
 - iv. General Condition
 - 1. May be keyed
- c. Fire Hydrants
 - i. ID
 - ii. Location Description
 - iii. Bib Connections
 - iv. Type
 - v. Hydrant feed size and shutoff location

(4) Separate Storm Sewer

- a. Manholes
 - i. ID
 - ii. Rim
 - iii. Inverts of all pipes identifying whether in, out and direction
 - iv. Structure type, Invert
 - v. Confined entry identification number if exists.
 - vi. General Conditions
 - 1. Cover
 - 2. Base
 - 3. Walls
- b. Pipes
 - i. ID
 - ii. Size
 - iii. Material
 - iv. Length
 - v. Slope
 - vi. Start Invert, end invert
- c. Catch Basins
 - i. ID
 - ii. Grate
 - iii. Style
 - iv. Invert
 - v. Condition
 - 1. Grate/Structure
 - 2. Sump/Debris

- d. Outfalls
 - i. ID
 - ii. Size
 - iii. Material
 - iv. Invert
 - v. FES
 - vi. Protection

(5) Fire Alarm

- a. ID
- b. Address
- c. Station Responding
- d. Box Description
 - i. Mounting
 - ii. Pull Type
- e. General Condition
- f. Circuit Information

(6) Traffic Signals

- a. Structure
 - i. ID
 - ii. Pole Types
 - iii. Light types
 - iv. Light head configuration
 - v. Head size
 - vi. Interconnection
 - vii. Control Panel Type
 - viii. Detection Type
- b. Pedestrian Signal
 - i. Structure
 - ii. Signal Type
- c. Maintenance
 - i. Jurisdiction
 - ii. Class
 - iii. Date of Last Inspection/Repair

(7) Roadway System

- a. Direction
- b. Parking
- c. Surface
- d. Restrictions
- e. Jurisdiction

Digital maps of each element shall be delivered in ArcView 9.1 format. Each data layer shall be delivered as an ArcView Geodatabase. Each Geodatabase shall be set in the following Geodetic Projection:

NAD_1983_StatePlane_New_York_East_FIPS_3101_Feet.

Spatial accuracy of elements shown shall be to 30 cm and may be achieved through post-processing of GPS data.

Data shall be delivered in CD-ROM format with all appropriate information for duplication of maps and mapping elements and structures on client based software systems (Arcview 9.1).

Percent completion: 100% completion of datasets will required of all elements that can be visually located and identified by the human eye and physically approached and located through standard human locomotion (walking).

Structures unobtainable for any reason shall be identified as such and recorded under each condition. It will not be the responsibility of the consultant to uncover buried structures covered by asphalt, other hard surfaces, buried in earth or require climbing or activity which may endanger field personnel.

Notification of buried structures is required and consultant may be required to return to structure if said structure is uncovered by municipal forces and readily accessible under the terms previously stated.

It is required that the services under the scope of this proposal be completed including final submittal of all work product not later than November 30, 2006.

As an alternate, the consultant may include a proposal for the creation of map books for elements 1-4. These books shall be prepared in 11" x 17" format with each page laminated and bound in a three ring hard cover binder. Three (3) sets each of the four elements. (Sanitary Sewer, Combined Sewer, Water, Separate Storm Sewer)

AVAILABLE INFORMATION

Attached to this request for proposal is a summary of information available for use in preparation of the infrastructure inventory. This information is categorized by department and system and may not be all inclusive. Efforts have been made to include all elements of infrastructure, however, it is expected that the work to be provided under the scope of this contract will include all necessary investigatory efforts to include all elements of the City's infrastructure.

All mapped information in the City's records will be available for use by the contractor in preparation of the inventory. All mapped information and all other information provided by the City shall be verified by the contractor prior to being included in the inventory.

It is anticipated that some GIS mapping will be available to the contractor from the Orange County Water Authority as arranged for by the City.

CONTENT OF PROPOSALS

MANDATORY REQUIREMENTS:

The following information shall be required in all proposals. It is requested that this information be contained in the proposal in the order listed in this RFP for ease of review by the City.

1. Description of firm, including resume information of principals and professionals who are to be assigned to this project, and present staffing and management of firm.
2. Description of experience in projects of similar type, scope and sizes.
3. Description of proposed availability for work on this project, if awarded, including reference to present and anticipated workload in sufficient detail to determine respondent's ability to undertake this project in a timely and efficient manner to meet the requested completion schedule.
4. Statement which would describe the firm's understanding of the scope of the proposed project including observations.
5. General description of respondent's proposed methods and schedule of project completion.
6. Description of services to be provided "in-house" by the respondent and what service(s) will be subcontracted.
7. Description of computerized system to be utilized for this project.
8. Statement of whether firm will be agreeable to project financial records audit if required by the City of Newburgh.
9. Description of professional liability and general insurance.
10. Proposed fee for the services proposed based on payments being made at completion of project phases. (Lump sum fee preferred)
11. In addition, a separate fee shall be proposed for the furnishing of all inventory data in a GIS format (i.e., coordinate mapping both in a hard copy and electronic media/CD-ROM form).
12. Proposed fee structure for out of pocket expenses, mailing, etc.

OPTIONAL:

Other information which the respondent feels may be relevant to the City's review and selection process for this project. (Please limit amount of information for ease of City review.)

The City may opt to interview one or several of the respondents after the initial review but prior to final selection.

Please direct all questions regarding this request for proposal in writing via facsimile to (845) 569-0096 or by email to Bill Cummings, Director of Code Compliance at bcummings@cityofnewburgh-ny.gov. The office telephone number is (845) 569-7480.

ADVERTISE: Hudson Valley Black Press, **Wednesday, March 29, 2006**
Mid Hudson Times, **Wednesday, March 29, 2006**
The Sentinel, **Tuesday, March 28, 2006**

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