

**Mayor:** Jonathan Taylor

**Trustees:** Robert Bendix, Stuart Blodgett  
Chris Burgess, Emily Howard

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January 31, 2022

## **Blue Cut Road Culvert Replacement Project Project No. 797PR71-21**

### **Project Background**

The Village of Newark has been awarded a \$763,446 Community Block Development Grant to replace the Blue Cut Road Culvert carrying an unnamed tributary and to relocate the existing water main that passes through the existing culvert and the sanitary sewer that cross over the stream just downstream from the culvert. The Village of Newark is seeking to retain professional engineering design services and construction inspection services from a qualified firm with experience designing and inspecting similar type projects for similar size communities.

The Village of Newark will be providing the required grant administration services.

All project correspondence should be submitted to;

Robert Hutteman, PE  
Superintendent of Public Works  
100 East Miller Street  
Newark, NY 14513

### **Project Description**

The project scope will include the replacement of the existing cast-in-place three sided concrete culvert with a precast concrete box culvert or a three sided precast bridge unit. The new culvert will have an 8-foot rise and an 18-foot span. The existing 12-inch diameter water main that runs through the existing culvert will be relocated via directional drilling under the stream. The existing 8-inch sanitary sewer will be relocated over the proposed culvert. The roadway section will carry two 11 foot lanes with 4 to 5 foot shoulders for bicycles. A 5 foot sidewalk will be installed on the north side of the roadway. Traffic will be maintained by an off-site detour using State Route 31. The culvert carries a gas main and public communication utilities. There are overhead electric and communication lines along the north side of the culvert that will need to be relocated or protected during construction.

The Blue Cut Road culvert is located approximately 800 feet east of Stansell Street and 300 feet west of Loomis Street. The Village of Newark intends to competitively bid the construction of the project to qualified general contractors who will perform the work according to final plans and specifications prepared by the qualified firm chosen pursuant to this RFP.

The Village has completed a subsurface investigation and an asbestos survey of the culvert site. The geotechnical report recommends strip footings with a 5,000 psf bearing resistance at the strength limit state and 3,000 psf at the service limit state. The asbestos survey found no asbestos containing materials.

There are no anticipated right-of-way acquisitions. The existing Right-of-way width is approximately 66 feet.

The Village plans on selecting a firm by March, 2022 and awarding a contract at their April, 2022 Board meeting. The design will be completed by the Fall of 2022 with an anticipated letting date of January, 2023. Construction shall be completed by November, 2023.

## Scope of Services

A Consultant will be retained to provide preliminary and final design and construction inspection services. The Preliminary Design tasks will include but not be limited to topographic and right-of-way mapping, hydraulic analyses, highway/drainage design, water main design, sanitary sewer design, utility coordination, environmental permitting coordination, preparation for and attendance at public information meetings and/or hearings and preparation of the Design Approval Document. The Design Approval Document shall follow the format of the NYSDOT Initial Project Proposal / Final Design report.

Final Design will include but not be limited to development of culvert plans, highway design, environmental permitting, coordination with utilities for relocations, and preparation of final plans, specifications, and estimates (PS&E) for the project. A Highway Permit from NYSDOT will be required for use of Route 31 as the off-site-detour. The contract documents shall use NYSDOT specifications and item numbers.

Construction Inspection will include but not be limited to providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications and preparation of as-built plans.

The project limits will be approximately 500 feet east and west of the culvert. The design shall include the installation of drainage inlets east and west of the culvert to collect the roadside drainage.

## Project Funding

The Village has received \$763,446 in a CDBG with a \$38,172 local match for a total project funding of \$801,618. Engineering and Construction Inspection costs are estimated to be \$70,000 and \$30,000 respectively.

## Method of Payment

The Village of Newark anticipates using a lump sum amount contract for the design services. During technical negotiations, only well defined tasks will be included in the scope and considered in the establishment of a lump sum amount. The negotiations of titles, grade levels and hours by tasks shall be used to establish the lump sum amount. If a lump sum reimbursement format is found to be not appropriate for this project, the Village may decide to use a Cost + Fixed Fee approach.

Construction Inspection services will be based a Cost + Fixed Fee method.

**Municipal Building • 100 East Miller Street • Newark, New York 14513**

**Website: [villageofnewark.com](http://villageofnewark.com) • Email: [vquade@villageofnewark.com](mailto:vquade@villageofnewark.com)**

**The Village of Newark, New York is an Equal Opportunity Provider and Employer**

## Proposed Project Schedule

The following is a proposed project schedule;

Village of Newark issues Request for Proposals	February 4, 2022
Request for Proposals submitted to Village	March 4, 2022
Village reviews RFPs and Selects firm	April 19, 2022
Preliminary Plans/Design Report submitted	August, 2022
Final Plans and Contract Docs submitted	November, 2022
Advertise and let construction contract	January, 2023
Construction Complete	November, 2023

## Required Information to be submitted

The proposals will be reviewed by a selection committee. The most highly qualified firm will be selected based on the following criteria. The relative weight of each criteria to be used during the selection process is provided in ( ).

- Firm's General Qualifications, (5%)
- Firm's experience and qualification related to the similar culvert replacement projects, (10%)
- Proposed staff's experience on similar culvert projects, (20%)
- Familiarity with NYSDOT specifications and CDBG grant requirements, (10%)
- Firm's capability to meet schedule and budget, (10%)
- Resumes of proposed Project Manager and Lead Designer, (40%)
- Three References for similar culvert projects, (5%)

Please include a single page resume for the proposed project manager and lead design engineer. The proposals with resumes shall not exceed five single side, 8 ½" x 11" pages.

## Contact Person

All questions regarding this request for proposal shall be submitted via email to Robert Hutteman, PE, Superintendent of Public Works, at [rhutteman@villageofnewark.com](mailto:rhutteman@villageofnewark.com). Mr. Hutteman can also be contacted at (585) 749-5963.

Please contact the Village Office at (315) 331-4770 to schedule an appointment to review the CDBG application, Geotechnical Report and Asbestos survey. There are no record plans for the existing culvert. The Village office is open from 8:00 AM to 5:00 PM, Monday through Friday.

## How to Respond to the RFP

Please submit five copies to my attention by 4:00 PM, March 4, 2022. All proposals shall be mailed to Village of Newark, 100 East Miller Street, Newark, NY 14513, Attention Robert Hutteman, PE.

The Village also requests that a pdf of the proposal be submitted on a thumb drive or emailed to [rhutteman@villageofnewark.com](mailto:rhutteman@villageofnewark.com) by the submittal deadline.