

**REQUEST FOR PROPOSALS  
FOR CONSULTING ENGINEERING SERVICES  
STURGEON POINT WATER TREATMENT PLANT  
PIPING & VALVE IMPROVEMENTS**

**ECWA Project No. 202000047**

**General**

The Erie County Water Authority (Authority) is seeking Professional Services Proposals for consulting engineering services for upgrades and improvements to the Sturgeon Point Water Treatment Plant (STP) Piping and Valves for the sedimentation and filtration processes.

The Authority reserves the right to modify or cancel this Request for Proposals and/or the projects; to reject any or all proposals; and to waive any or all irregularities. This Request for Proposals does not obligate the Authority to award a contract for any of the projects or to reimburse any costs associated with the preparation of any proposal.

The Request for Proposal (RFP) is being conducted pursuant to the New York State Finance Law §§139-j and 139-k and the Erie County Water Authority's Procurement Disclosure Policy. The Procurement Disclosure Policy is available by accessing the Erie County Water Authority's web site – <http://www.ecwa.org>, under the caption "Doing Business with ECWA".

**Project Description**

This project will involve five distinct tasks as described below. Tasks 1 through 4 will involve the completion to a preliminary design level with a separate Basis of Design document as the deliverable for each task. Task 5 will require the completion of a Basis of Design document, and will continue through the Final Design, General Services, Resident Inspection and Record Drawing phases.

**A. Task 1 – Evaluation of Sedimentation Basin Effluent Valves and Actuators**

The STP has five (5) coagulation/sedimentation basins, each with connections to the two settled water conduits that continue to the filters. The connections differ between basins and may consist of a butterfly valve, gate valve, or sluice gate and as such, each require different number of turns/effort to open and close. The manual operation of these valves has been proven to be very difficult at times to complete.

Additionally, to improve the sedimentation and filtration processes, it has been determined that regular frequent "closing/opening" of these valves is warranted. Currently the valves/gates are not closed during each sludge removal process (i.e. during scraping mode) due to the excessive labor effort. However, leaving these valves/gates open during scraping mode has been proven to cause the basin's effluent turbidity to spike, thereby increasing the overall applied turbidity onto the filters and decreasing filter run times. Accordingly, to further improve the removal

efficiency of the sedimentation process and increase filter performance, ECWA desires that the basin's effluent valves/gates be closed during each sludge removal process/cycle and re-opened upon completion of the cycle.

Therefore, the Authority would like to evaluate and determine options available to automate the operation of the sedimentation basin effluent valves/gates including the replacement of the existing valves or sluice gates with electronically actuated valves.

This task of the project will be to provide Basis of Design documentation, as specified below.

### **Basis of Design Document – Task 1**

1. Review reports, plans, specifications, operation manuals and other records furnished by the Authority.
2. Conduct a Project kickoff meeting with Authority personnel.
3. Verify site conditions. Obtain information on existing valves and sluice gates, existing actuators/operators, electrical and control, and all other field information necessary to prepare the Preliminary Design Phase Documents.
4. Prepare a Basis of Design document specific for the proposed sedimentation basin effluent valve/sluice gate and actuators system. Preliminary design documents should include, but not limited to:
  - a) Final design criteria including any deviation from regulatory requirements or industry best practices.
  - b) Perform a hydraulic analysis of the modified systems, as necessary.
  - c) Preliminary drawings indicating the general arrangement/alignment of the proposed equipment including dimensions/elevations of valve chambers/vaults.
  - d) Outline technical specifications.
  - e) Equipment/motor list for all electrical equipment. Identify code compliance requirements.
  - f) Control narrative for operation and monitoring of the new system.
  - g) Construction sequencing (maintenance of plant operations).
  - h) Project cost estimates (opinion of probable construction cost).
  - i) Project schedule indicating the anticipated duration of final design, bid and construction phases.
5. Project clarification meetings with Authority personnel and applicable regulatory agencies.
6. Report to the Authority bi-weekly on the progress of the preliminary design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.
7. Preparation of an engineering Basis of Design Report, including the information listed above. Reports shall be certified by a New York State Licensed Professional Engineer (PE). Provide up to ten (10) copies of the report package along with a digital .pdf file.

## **B. Task 2 – Evaluation of Filter Backwash Supply Piping Header and Valves**

The filter backwash supply piping header was constructed in two phases (originally to serve Filters 1 through 4 and extended later with the addition of Filters 5 through 10) . Accordingly, sections of the piping have been in service for over sixty years and have shown suspected signs of both pipe and valve leakage. The exact condition of the piping system is unknown as the piping is insulated throughout its alignment and not visible for inspection.

Therefore, the Authority would like to thoroughly inspect and evaluate the existing piping system's condition to determine the best option of piping rehabilitation and/or replacement. The project shall include the inspection and evaluation of backwash supply piping and valves, including actuators, including the removal and replacement of the backwash piping insulation, as necessary (at a minimum of 20 locations) to accommodate inspection.

The inspection shall assess the condition of interior and exterior piping surfaces and evaluate effects of corrosion through visual observations and nondestructive testing (ultrasonic thickness measurements or other method proposed by the engineer).

Prior to the inspection, samples of the existing insulation shall be analyzed for asbestos. During the inspection, multiple samples of the existing coating system(s) shall be taken and analyzed for lead, cadmium, and chromium content.

The evaluation shall include an analysis of the piping for the intended design conditions and determine the piping's suitability for service, based on the existing thickness and material. The analysis shall take into consideration all anticipated loading conditions, including pressure due to fluid static head, internal and external pressures, and attachment/accessories loads. All assumptions used in the analysis shall be provided to the Authority in detail for review and approval.

This task of the project will be to provide Basis of Design documentation, as specified below.

### **Basis of Design Document – Task 2**

1. Review reports, plans, specifications, operation manuals and other records furnished by the Authority.
2. Conduct a Project kickoff meeting with Authority personnel.
3. Verify site conditions. Obtain information on existing piping and valves, meters, existing actuators/operators, electrical and control, and all other field information necessary to prepare the Preliminary Design Phase Documents.
4. Identify locations for sampling and testing of pipe insulation and pipe coatings for hazardous materials. Obtaining and testing of material samples by a separate subcontractor would be considered a Special Service when authorized under Paragraph F. Special Services as described below.
5. Prepare a Basis of Design report document specific for the filter backwash supply header system. Preliminary design documents should include, but not limited to:
  - a) Results of the piping inspection and evaluation, including drawing(s) of the piping system which accurately illustrates the identifying points which have been marked on the piping system. Inspection findings shall be reported relative to their location along the piping alignment, with sufficient detail to permit relocation and

- evaluation of the reported condition(s). Provide additional notes, sketches, or documents appended to the report, as necessary, to more fully describe the inspection findings.
- b) Provide photographic record of observations to adequately portray the overall findings of the inspection of the piping alignment.
  - c) Identify and prioritize the need for structural, site, and coating repairs. If applicable, offer alternatives that may extend the piping's useful life prior to the need for major rehabilitation or replacement.
  - d) Identify items to be detailed in the preparation of contract documents for repairs and rehabilitation and provide recommendations and alternatives for repair methods and techniques. Provide details of the advantages and disadvantages of each alternative given.
  - e) Evaluate impact of insulation containing asbestos and/or coatings containing lead, cadmium, or chromium, if found, on repair procedures. Provide results of all testing.
  - f) Provide narrative on necessary construction sequencing (maintenance of plant operations) to perform the necessary repairs/replacement.
6. Prepare present worth cost analyses for the recommended repairs, modifications, and painting options. Provide the replacement cost of the piping alignment for cost comparison.
  7. Project schedule indicating the anticipated duration of final design, bid and construction phases.
  8. Project clarification meetings with Authority personnel and applicable regulatory agencies.
  9. Report to the Authority bi-weekly on the progress of the preliminary design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.
  10. Preparation of an engineering Basis of Design Report, including the information listed above. Provide up to ten (10) copies of the report package along with a digital .pdf file. Report shall be signed by a New York State Licensed Professional Engineer (PE).

### **C. Task 3 – Evaluation of WTP Building Filtered Water Basin/Clearwell Bypass**

The STP was originally constructed with a filtered water basin/clearwell located below grade/under the existing Filter/Control Building. Since then, two (2) 5.0 MG at grade baffled water storage tanks, along with a supporting transfer and delivered pumping stations were built downstream of the existing filtered water basin/clearwell to supplement and provide additional disinfection treatment as required by regulations.

The existing filtered water basin's structure is over 60-years old and has shown signs of deterioration. The structure may also have residue buildup on the bottom floor, of which could not be effectively removed without taking the structure out of service for an extended period of time.

The Authority anticipates completion of a ROV video inspection of this structure under a separate contract in February 2020. The existing filtered water basin's design and configuration does not allow for it to be fully taken out of service and isolated, while the plant is online, and the plant cannot be taken offline for the period of time that would be needed to thoroughly clean the basin.

Therefore, the Authority would like to evaluate and determine options available to bypass and isolate the existing filtered water basin (in segments or in entirety); while maintaining continuous plant production and delivered water flows as necessary.

This task of the project will be to provide Basis of Design documentation, as specified below.

**Basis of Design Document – Task 3**

1. Review reports, plans, specifications, operation manuals and other records furnished by the Authority.
2. Conduct a Project kickoff meeting with Authority personnel.
3. Verify site conditions. Obtain information on the existing Filtered Water Basin including verification of work completed as part of work subsequent to original construction.
4. Prepare a Basis of Design document specific for the proposed improvements to allow bypass and isolate all or portions of the Filtered Water Basin. Preliminary design documents should include, but not limited to:
  - a) Final design criteria including any deviation from regulatory requirements or industry best practices.
  - b) Perform a hydraulic analysis of the proposed modifications.
  - c) Structural improvements required to implement the proposed bypass elements.
  - d) Preliminary drawings indicating the general arrangement/alignment of the proposed modifications including alignment dimensions/elevations of bypass and interconnection piping, sluice gates/stop logs, wall penetrations, temporary pumping, etc.
  - e) Control narrative for operation of the bypass system.
  - f) Construction sequencing (maintenance of plant operations).
  - g) Project cost estimates (opinion of probable construction cost).
  - h) Project schedule indicating the anticipated duration of final design, bid and construction phases.
5. Project clarification meetings with Authority personnel and applicable regulatory agencies.
6. Report to the Authority bi-weekly on the progress of the preliminary design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.
7. Preparation of an engineering Basis of Design Report, including the information listed above. Reports shall be certified by a New York State Licensed Professional Engineer (PE). Provide up to ten (10) copies of the report package along with a digital .pdf file.

#### **D. Task 4 – Evaluation of Wash Water Tank and Transfer Pump Discharge Interconnection**

The Sturgeon Point Treatment Plant filters are currently supplied backwash water from an existing 500,000-gallon elevated water storage tank. Recent inspections indicate the tank requires immediate maintenance including recoating of the interior surfaces.

The original backwash water supply system also includes two (2) vertical turbine pumps (located adjacent to Flash Mixer(s) 3 & 4). However, due to the required backwash flow rate of Filter Nos. 1 – 4, the pumps have been ineffective for use as supplying the required backwash flow. Currently, these pumps are not utilized and have been taken out of service. Installation of new pumps is not desired due to the high cost for the new pumps and associated required electrical improvements.

Therefore, the Authority would like to evaluate and determine options available to supplement backwash flows by using the existing transfer pumps and discharge piping. The use of the existing filtered transfer pumps as supplemental backwash flows will require an interconnection between the transfer pump discharge piping and wash water tank discharge piping, in addition to multiple automatic control valves.

This task of the project will be to provide Basis of Design documentation, as specified below.

##### **Basis of Design Document – Task 4**

1. Review reports, plans, specifications, operation manuals and other records furnished by the Authority.
2. Conduct a Project kickoff meeting with Authority personnel.
3. Verify site conditions. Obtain information on the existing Wash Water Tank and backwash supply piping including verification of work completed as part of work subsequent to original construction.
4. Prepare a Basis of Design document specific for the proposed improvements to allow the use of the existing filtered water transfer pumps as a supplemental source of backwash water supply. Preliminary design documents should include, but not limited to:
  - a) Final design criteria including any deviation from regulatory requirements or industry best practices.
  - b) Perform a hydraulic analysis of the proposed modifications including hydraulic profile drawing.
  - c) Structural improvements required to implement the proposed bypass elements.
  - d) Preliminary drawings indicating the general arrangement/alignment of the proposed modifications including alignment dimensions/elevations of interconnection piping, location of isolation and control valves, structural improvements including wall penetrations, temporary pumping, electrical and control wiring, etc.
  - e) Control narrative for operation of the supplemental backwash water supply system including necessary modifications/additions to the backwash control/sequence programming.
  - f) Construction sequencing (maintenance of plant operations).

- g) Project cost estimates (opinion of probable construction cost).
  - h) Project schedule indicating the anticipated duration of final design, bid and construction phases.
5. Project clarification meetings with Authority personnel and applicable regulatory agencies.
  6. Report to the Authority bi-weekly on the progress of the preliminary design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.
  7. Preparation of an engineering Basis of Design Report, including the information listed above. Reports shall be certified by a New York State Licensed Professional Engineer (PE). Provide up to ten (10) copies of the report package along with a digital .pdf file.

#### **E. Task 5 – Evaluation, Design and Construction Services, Filter Nos. 1 – 10 Piping and Valves Replacement and Improvements**

The Sturgeon Point Treatment Plant’s filters were constructed in two phases, with Filter Nos 1 – 4 built in 1958 and Filter Nos. 5 – 10 built in 1970. The piping and valve systems are all from original construction. The filter piping and valve systems have all past their expected useful life, with various sections of piping showing leakage and some valves no longer provide “drip-tight” shut off that is required.

Additionally, the Department of Health has requested that any renovations to the filter pipe gallery include modifications of the existing filter to waste (FTW) piping to provide a suitable air gap and to allow for flow at the current filter loading rate for all filters.

Therefore, the Authority would like to replace the existing filter and FTW piping and valves, to provide greater reliability and operational flexibility.

The project shall include the replacement of all exposed filter “face” piping up to the downstream end of each valve, all valves (i.e. influent, effluent rate controller, backwash waste, surface wash supply, backwash supply and filter to waste) and electronic automatic actuators. The project will also include the replacement of the FTW piping, with reconfiguring such to comply with the Department of Health’s request and to provide the required “air-gap” and increased capacity to allow for full filter flow conditions. Previously, in 1998, Malcolm Pirnie completed a New York State Health Department approved design, including necessary drawings and technical specifications for the various required improvements to the FTW system that was not constructed. These documents will be provided to the consultant as reference.

The Authority plans on retrofitting all existing filters with air/water backwash capabilities under a separate, future project. Consultant shall include the consideration of the probable location/path of future air piping in the design of improvements under this task.

This task of the Project will be to provide both Preliminary and Final Design Phase Document, along with providing General Services, including bidding phase services, construction phase services and resident inspection services throughout the project, as specified below.

### **Preliminary Design Phase Documents – Task 5**

1. Review reports, plans, specifications, operation manuals and other records furnished by the Authority.
2. Conduct a Project kickoff meeting with Authority personnel.
3. Verify site conditions. Obtain information on the existing filter pipe gallery including tally of valves, piping, flow controllers, etc. to be replaced. Verify work completed as part of work subsequent to original construction.
4. Prepare a Basis of Design document specific for the proposed filter pipe gallery improvements. Preliminary design documents should include, but not limited to:
  - a) Final design criteria including any deviation from regulatory requirements or industry best practices.
  - b) Perform a hydraulic analysis of the proposed modifications.
  - c) Structural improvements required to implement the proposed bypass elements including any required demolition work.
  - d) Preliminary drawings indicating the general arrangement/alignment of the proposed modifications including alignment dimensions/elevations of piping, valves, supports/hangers, electrical and instrumentation (including relocation of existing meters and control panels), wall penetrations, temporary pumping, etc.
  - e) Process Flow Diagram.
  - f) Process and Instrumentation Drawing.
  - g) Equipment/motor list for all electrical equipment. Identify electrical code compliance requirements for electrical components.
  - h) List of technical specifications for final design.
  - i) Construction sequencing (maintenance of plant operations).
  - j) Project cost estimates (opinion of probable construction cost).
  - k) Project schedule indicating the anticipated duration of final design, bid and construction phases.
5. Project clarification meetings with Authority personnel and applicable regulatory agencies.
6. Report to the Authority bi-weekly on the progress of the preliminary design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.
7. Preparation of an engineering Basis of Design Report, including the information listed above. Reports shall be certified by a New York State Licensed Professional Engineer (PE). Provide up to ten (10) copies of the report package along with a digital .pdf file.
8. Submittal and approval of the Basis of Design Report by the Department of Health and other applicable agencies.

### **Final Design Phase Documents – Task 5**

1. Obtain field topographic survey data for the preparation of construction plans required for final design of the project. Survey data is to be according to NAD83 and NGVD29 standards.
2. Visit the site as needed to assist in preparing the final design drawings and specifications.
3. Prepare detailed design drawings, specifications and contract documents at 60%, 90%, and 100% design stages. Tasks include, but are not limited to:



- a) Meetings with Authority engineers and operators at 60%, 90% and 100%.
  - b) Conferences with the Authority, regulatory agencies, etc.
  - c) Review of available drawings and records furnished by the Authority.
  - d) Preparation of base drawings in AutoCAD version 2014 from the survey data obtained in the survey phase and the available records furnished by the Authority.
  - e) Preparation of engineering calculations to support the design of the improvements, including related civil, mechanical, electrical, structural, and architectural features of the project, as applicable.
  - f) Submission of the plans to various utility companies and regulatory agencies as required, as applicable.
  - g) Preparation of final plans, profiles, and job specific detail drawings that include editing of the Authority's standard detail drawings where appropriate.
  - h) Preparation of contract specifications that include editing of the Authority's standard "front end" specifications and standard technical specifications where appropriate and preparation of additional technical specifications as required.
  - i) Obtaining New York State Wage Rates and inserting them into the specifications.
  - j) Preparation of a quantity take-off and opinion of probable construction cost.
  - k) Submission of an engineering report with contract specifications, drawings, application forms and fees to Erie County Health Department and/or New York State Health Department for approval.
4. Furnish to the Authority three (3) sets of review copies of the drawings, specifications and other contract documents, to the Authority during 60%, 90%, and 100% design.
  5. Prepare documentation for compliance with New York State SEQR (Type II actions) and SWPPP, if required.
  6. Provide updates to the STP State Pollutant Discharge Elimination System permit, if required.
  7. Provide technical criteria, written descriptions, and design data for Authority's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate. Assist Authority in filing applications for permits with applicable regulatory agencies.
  8. Assist Authority in assembling known reports and drawings of existing conditions, and identifying the technical data contained in such reports and drawings upon which bidders may rely.
  9. Prepare a schedule for the project utilizing the Authority's standard format. The project schedule shall be updated as needed.
  10. Report to the Authority bi-weekly on the progress of the design work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs.

## **General Services – Task 5**

### **Bidding Services**

1. Furnish twenty (20) sets of final construction documents (contract drawings, final specifications, and other documents) required for bidding and construction purposes.
2. Conduct a pre-bid meeting and distribute minutes, when appropriate.

3. Prepare and distribute addenda as required to clarify, correct, or change the issued documents.
4. If the contract documents require, the Engineer shall evaluate and determine the acceptability of “or equals” and substitute materials and equipment proposed by prospective contractors, prior to award of contracts for the work.
5. Provide assistance to the Authority in securing bids, tabulating bid results, analyzing bid results, and making recommendations on the award of each construction contract.

### **Construction Services**

1. Conduct a pre-construction meeting and distribute minutes.
2. Supply an approved contractor’s schedule for construction of the project.
3. Receive, review, and determine the acceptability of any and all schedules that the Contractor is required to submit to Engineer, including: Progress Schedule, Schedule of Submittals, and Schedule of Values.
4. Provide detailed initial stakeout (once only), including bench marks, reference and axis lines along the routes of the construction or where necessary.
5. Give consultation and advice to the Authority during construction.
6. Prepare elementary sketches and supplementary sketches, if required, to resolve actual field conditions encountered.
7. Interpret contract documents and resolve problems as to amount, quality, acceptability, and fitness.
8. Review the contractor’s submittals of material and/or equipment for compliance with the Consultant’s design concept and take appropriate action such as but not limited to: “approved”, “approved as corrected”, “revise and resubmit”; or “not approved”.
9. Schedule and attend progress meetings.
10. Report to the Authority bi-weekly on the progress of the work with a written bi-weekly summary of the work performed in that time period, providing project schedule updates and forecasting future work and project costs. Also include daily inspector reports.
11. Defective Work: Reject Work if, on the basis of Engineer’s observations, Engineer believes that such Work is defective under the terms and standards set forth in the Contract Documents. Provide recommendations to Authority regarding whether Contractor should correct such Work or remove and replace such Work, or whether Authority should consider accepting such Work as provided in the Contract Documents.
12. Compatibility with Design Concept: If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Authority of such incompatibility, and provide recommendations for addressing such Work.
13. Clarifications and Interpretations: Accept from Contractor and Authority submittal of all matters in question concerning the requirements of the Contract Documents (requests for information or interpretation - RFIs), or relating to the acceptability of the Work under the Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Contract Documents.
14. Differing Site Conditions: Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and

- hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.
15. Substitutes and "Or-equal": Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
  16. Change Orders: Notify the Authority when a change in the work is proposed which will cause an adjustment in the contract cost. Evaluate whether the proposed change is justified and reasonable, and if necessary prepare change orders, field directives, and make recommendations for approval. Discuss changes in the plans or procedures authorized by the Consultant with the Authority prior to implementation. Obtain approval for all change orders from the Board of Commissioners prior to implementation.
  17. Change Proposals and Claims: (a) Review and respond to Change Proposals. Review each submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to the Authority and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Authority regarding engineering or technical matters pertaining to Claims.
  18. Applications for Payment: Based on Engineer's observations and on review of Applications for Payment and accompanying supporting documentation:
    - a) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment based on the provisions stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Authority, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents).
  19. Contractor's Completion Documents: Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data as required. Receive from Contractor, review, and transmit to Authority the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment.
  20. Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Authority and Contractor, visit the Site to review the Work and determine the status of completion. Follow the

procedures in the Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Authority's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Authority regarding any remaining engineering or technical matters affecting Authority's use or occupancy of the Work following Substantial Completion.

21. Final Notice of Acceptability of the Work: Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Authority and Contractor that the Work is acceptable to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
22. Standards for Certain Construction-Phase Decisions: Engineer will render decisions regarding the requirements of the Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Authority or Contractor, and will not be liable to Authority, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
23. Check line and grade for preparation of record drawings.
24. Other Tasks: Perform or provide the following other Construction Phase tasks or deliverables:
  - a) The Engineer is not responsible for the construction means, methods, techniques, sequences or procedures, time of performance, programs or for any safety precautions in connection with the construction work. The Engineer is not responsible for the Contractor's failure to execute the work in accordance with the construction Contract.
  - b) Notify the Owner of all permanent work which does not conform to the result required in the Construction Contract, prepare a written report describing any apparent non-conforming permanent work and make recommendations to the Owner for its correction and; at the request of the Owner have recommendations implemented by the Contractor.

#### **Resident Inspection – Task 5**

Upon authorization from the Authority, the Consultant shall complete the following services.

1. Provide technical inspection of construction by a full-time resident engineer and/or inspector as required, who will:
  - a) Inspect all work to determine the progress, quality, quantity and conformance of the work in accordance with contract documents.
  - b) Notify customers in writing prior to start of construction.
  - c) Prepare daily inspector reports.
  - d) Review, verify and approve requests for monthly and final payments to contractors, based on quantities of work put in place.
  - e) Provide bi-weekly updates summarizing the Resident Inspection costs and projecting future Resident Inspection costs for the duration of the project.
2. For Resident Inspection services, the Consultant shall provide an hourly rate that is fully loaded (direct hourly rate, overhead and profit). Overtime premium will be paid at 50%

of the Resident Inspectors' direct hourly rate. Consultant shall breakdown its direct hourly rate, its audited overhead rate for inspection services and its profit percentage.

- a) Once a bid has been awarded, the contract will set an estimated amount and a not-to-exceed amount for Resident Inspection services. Before reaching the not-to-exceed amount for Resident Inspection, the Consultant must seek approval from the Authority's Board of Commissioners to increase the amount of the Resident Inspection based on the realistic number of hours to complete such services.

#### **Record Drawings – Task 5**

1. Provide electronic record drawings in AutoCAD version 2014 and a PDF file of all completed work on a DVD or flash drive. One full size set and one half set of hard copies of these drawings shall also be provided to the Authority.
2. Submit record drawings no later than one month after final payment is recommended for approval and in accordance with Authority Standards.

#### **Authority Program/Procedure Updates – Task 5**

1. Revise the Authority's Standard Operating Procedures (SOPs) for each pump station. Revisions shall be done in accordance with the Authority's existing format.
2. Revise the Authority's Arc Flash program for each pump station. Revisions shall be done in accordance with the Authority's existing format.
3. Revise the Authority's Lock-out Tag-out (LOTO) program documentation for each pump station. Revisions shall be done in accordance with the Authority's existing format.

#### **F. Special Services (Tasks 1 through 5)**

The Authority may require one or more of the following special services in carrying out the project.

1. Soils Investigations - including test borings, pavement cores, and the related analysis.
2. Detailed mill, shop and/or laboratory inspection of materials and equipment.
3. Land surveys, maps, plates, descriptions and title investigations which may be required to acquire lands, easements, and rights-of-way for the proposed facilities.
4. Additional copies of reports, contract drawings and documents.
5. Extra travel and subsistence for the Consultant and his staff beyond that normally required under ordinary circumstances, when authorized by the Authority.
6. Assistance to the Authority serving as an expert witness in litigation arising from project development or construction.
7. New York State SEQR (Type I and Unlisted Actions).
8. Air, water, and/or soil sampling, testing, and/or analysis.
9. Operation and maintenance manuals.
10. Start-up services.
11. Hazardous material testing and assessment.
12. Wetlands investigations, delineation, and mitigation.
13. Storm Water Pollution Prevention Plans.
14. Applications for NYSDEC permitting.
15. Laboratory testing, jar testing, and pilot testing performed by consultant.

16. Assistance with grant research, completion of grant applications, and reporting/documentation after award.
17. Legal services.

### **Progress Reporting**

The Consultant shall provide the following information with regard to the progress of the work for all tasks listed above:

1. Report to the Authority bi-weekly on the progress of the work via email, with the information listed below. After the contract is awarded, the Authority will provide a standard document for the Consultant to complete on a bi-weekly basis.
  - a) Work performed over the last two weeks.
  - b) Work scheduled for the next two weeks.
  - c) Schedule status/deliverable status (refer to item No. 2 below).
    - i. No. of weeks behind based on original project schedule and justification for delays.
  - d) Budget status/percent project complete.
  - e) Input needed from ECWA or others.
  - f) Upcoming meetings.
  - g) Other issues/concerns.
  - h) Scope changes.
2. Prepare a project schedule for the project utilizing horizontal bar chart format and 24" x 36" size paper. The project schedule shall be updated and provided to the Authority on a bi-weekly basis. Schedule shall identify all project milestones and current project status. At a minimum, the project schedule shall include:
  - a) Meetings with the Authority
  - b) Basis of Design
    - i. Draft and Final BOD submissions
  - c) Design
    - i. 60%, 90%, and 100% Phases
    - ii. Bid Documents complete
  - d) Regulatory Agency submission/review/approval
  - e) Bidding
  - f) Construction
    - i. Award of Contract
    - ii. Construction Phase
    - iii. Equipment Procurement

### **Information Requests**

All questions and requests for information are to be directed to the designated ECWA Contact Person, Mr. Michael Wymer, PE, Senior Production Engineer at 716-685-8292 in accordance with New York State Finance Law §§139-j and 139-k. An optional pre-proposal meeting will be held

at the Sturgeon Point Water Treatment Plant (722 Sturgeon Point Road, Evans, NY 14047) on Thursday March 5, 2020 at 10:00 AM. local time to view the work location and discuss the project.

### **Proposal Requirements**

Proposals are to be concise, specific and straightforward. All pertinent information is to be contained in the proposal. The use of artwork, special covers, and extraneous information in the proposals is discouraged. Proposals are to remain valid for a minimum of 60 days. Each proposal is to include the following:

- Item 1 - Qualifications and related experience, particularly on the type of projects outlined above. Include a minimum of three references for similar work.
- Item 2 - Project understanding, technical approach and detailed scope of services. Identify any suggested revisions to the scope of work as outlined herein.
- Item 3 - Project staffing for all key personnel and subcontractors; current workload; and office location(s) where work will be performed for each project. Provide resumes of proposed personnel with listed experience applicable to this project. Indicate personnel role on the projects listed under Item 1 above and identify the proposed role on this project.
- Item 4 - Qualifications of resident inspector(s) including applicable education, training, experience, and NICET certification.
- Item 5 - Work performed for the Water Authority in 2017, 2018, and 2019.
- Item 6 - Current remaining workload with the Water Authority.
- Item 7 - Completed attachment titled Section 139 of State Finance Law per attached.
- Item 8 - Proof of insurance in accordance with the attached Erie County Water Authority Insurance Requirements for Professional Services per attached.
- Item 9 - Proposed project schedule, showing preliminary design through construction completion.
- Item 10 - Fee proposal which is to include a breakdown of engineering fees for each task showing personnel, hours, hourly rates, overhead rates, and subcontractor costs per the scope of work. All consultants shall include Special Services lump sum cost of \$50,000 for the purposes of this proposal.

Proposals shall include the following form for comparison purposes:

<b>Project 202000047 – RFP for Sturgeon Point WTP Filter Piping and Valves Replacement and Improvements</b>	
<b>Task 1 – Evaluation of Sedimentation Basin Effluent Valves and Actuators</b>	
<b>Basis of Design Documents</b>	<b>\$</b>
<b>Task 2 – Evaluation of Filter Backwash Supply Piping Header and Valves</b>	
<b>Basis of Design Documents</b>	<b>\$</b>
<b>Task 3 – Evaluation of WTP Building Filtered Water Basin/Clearwell Bypass</b>	
<b>Basis of Design Documents</b>	<b>\$</b>
<b>Task 4 – Evaluation of Wash Water Tank and Transfer Pump Discharge Interconnection</b>	
<b>Basis of Design Documents</b>	<b>\$</b>
<b>Task 5 – Evaluation, Design and Construction Services, Filter Nos. 1 – 10 Piping and Valves Replacement and Improvements</b>	
<b>Preliminary Design Phase Documents</b>	<b>\$</b>
<b>Final Design Phase Documents</b>	<b>\$</b>
<b>General Services</b>	<b>\$</b>
<b>Resident Inspection</b>	<b>\$</b>
<b>Record Drawings</b>	<b>\$</b>
<b>Authority Program/Procedure Updates</b>	<b>\$</b>
<b>Special Services</b>	<b>\$ 50,000.00</b>
<b>TOTAL</b>	<b>\$</b>



**Proposals will be accepted until 4:00 p.m. on March 20, 2020.** Five hard copies of the proposal and one digital .pdf file (on a USB flash drive) are to be delivered to Erie County Water Authority, 3030 Union Road, Cheektowaga, New York 14227 to the attention of Mr. Leonard F. Kowalski, P.E., Executive Engineer. Proposals received after this time will not be considered and will be returned unopened. All proposals being mailed (including Federal Express, UPS, Priority Mail, etc.) or hand delivered shall be directed to the attention of Mr. Kowalski in a sealed envelope and be clearly marked on the outside of the mailing or hand delivered envelope as follows: **“PROPOSAL – STURGEON POINT WATER TREATMENT PLANT VARIOUS PIPING & VALVES UPGRADES AND IMPROVEMENTS”**.

### **Evaluation and Selection**

All proposals will be evaluated by a small in-house committee made up of Water Authority personnel familiar with the proposed project. Interviews and/or presentations of the proposals will be requested if needed. The proposals will be evaluated based on the criteria listed above.

The final scope of work and fee for the engineering services for the project will be negotiated with the selected firm(s). Professional Service Contracts will then be executed pending successful negotiation and authorization by the Water Authority Board of Commissioners. All firms submitting proposals will be notified of the selection results. It is anticipated that the selection process will be completed in April 2020, and that the agreement will be executed in May 2020.

## **FORMS A, B, and C**

### **STATE FINANCE LAW REQUIREMENTS**

The Erie County Water Authority (the “Authority”) is a government entity, as that term is defined in State Finance Law §§ 139-j(1)(a) and 139-k(1)(a). When the Authority seeks to procure goods or services by means of an Invitation or Notice to Bid, or a Request for Proposals, the State Finance Law imposes certain restrictions on anyone who may wish to offer goods or services to the Authority as an Offerer, as that term is defined in §§ 139-j(1)(h) and 139-k(1)(h).

During the Restricted Period, as defined in §§ 139-j(1)(f) and 139-k(1)(f), when bids or proposals are being solicited, the Authority will designate a contact person with whom the Offerer may contact for information and other authorized purposes as set forth in §139-j of the State Finance Law. The designated contact is identified in the Notice to Bidders, or in the Request for Proposal. An Offerer is authorized to contact the Authority’s designated contact for such purposes as set forth in § 139-j(3).

Pursuant to the State Finance Law, the Authority is also required to make certain findings before making any determinations as to the qualifications and eligibility of those seeking a procurement contract, as that term is defined in State Finance Law §§ 139-j(1)(g) and 139-k(1)(g). Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings of non-responsibility occurring within a 4-year period, the Offerer will be debarred from obtaining procurement contracts with the Authority. Further information about these requirements can be found in §§139–j and 139–k of the New York State Finance Law and the Erie County Water Authority’s Procurement Disclosure Policy.

The following forms will be used by the Authority to make such findings:

Form A - Offerer’s Affirmation of Understanding of, and Agreement to Comply with, the Authority’s Permissible Contact Requirements During the Restricted Period.

Form B - Offerer’s Certification of Compliance with State Finance Law.

Form C - Offerer’s Disclosure of Prior Non-Responsibility Determinations.

## **FORM A**

### **Offerer's Affirmation of Understanding of, and Agreement to Comply with, the Permissible Contact Requirements During the Restricted Period**

#### **Instructions:**

The Erie County Water Authority (the "Authority") is a government entity, as that term is defined in State Finance Law §§ 139-j(1)(a) and 139-k(1)(a). The Authority must obtain a written affirmation of understanding and agreement to comply with procedures regarding permissible contacts with the Authority in the restricted period for a procurement contract in accordance with State Finance Law §139-j and §139-k. It is required that this affirmation be obtained as early as possible in the procurement process, but no later than when the Offerer submits its proposal.

Offerer affirms that it understands and agrees to comply with the procedures of the Authority relative to permissible contacts as required by State Finance Law §139-j(3) and §139-j(6)(b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM B**

**Offerer's Certification of Compliance  
With State Finance Law §139-k(5)**

**Instructions:**

The Erie County Water Authority (the "Authority") is a government entity, as that term is defined in State Finance Law §§ 139-j(1)(a) and 139-k(1)(a). The Authority must obtain a Certification that the information submitted for a procurement contract is complete, true, and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offerer must agree to sign the Certification, under penalty of perjury, and to provide the Certification to the Authority. The Certification should be obtained as early as possible in the process, but no later than when an Offerer submits its proposal.

**Offerer Certification:**

*I certify that all information provided to the Authority relating to the awarding of a procurement contract is complete, true, and accurate.*

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM C****Offerer's Disclosure of Prior  
Non-Responsibility Determinations****Background:**

The Erie County Water Authority (the "Authority") is a government entity, as that term is defined in State Finance Law §§ 139-j(1)(a) and 139-k(1)(a). New York State Finance Law §139-k(2) obligates the Authority to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j; or (b) the intentional provision of false or incomplete information to a Government Entity.

The terms "Offerer" and "Governmental Entity" are defined in State Finance Law §§139-j(1) and §139-k(1). These sections also set forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and the Offerer is the only source capable of supplying the required Article of Procurement, as that term is defined in State Finance Law §§ 139-j(1)(b) and 139-k(1)(b), within the necessary timeframe. See State Finance Law §139-j(10)(b) and §139-k(3).

**Instructions:**

The Authority must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Authority conducting the Governmental Procurement no later than when the Offerer submits its proposal.

**FORM C (Continued)****Offerer's Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

\_\_\_\_\_

Contract Procurement Number: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):
- No                      Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):
- No                      Yes
3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle)                      No                      Yes
4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

**FORM C (Continued)**

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):                      No                      Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Erie County Water Authority with respect to State Finance Law §139–k is complete, true, and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **CONTRACT TERMINATION PROVISION**

### **Instructions:**

A Contract Termination Provision will be included in each procurement contract governed by State Finance Law §139-k. New York State Finance Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the governmental entity to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. This statutory contract language authorizes, but does not mandate, termination. “Government Entity” and “procurement contract” are defined in State Finance Law §§ 139 j(1) and 139-k(l).

This required clause will be included in a covered procurement contract.

A sample of the Termination Provision is included below. If a contract is terminated in accordance with State Finance Law §139-k(5), the Erie County Water Authority, as a governmental entity, is required to include a statement in the procurement record describing the basis for any action taken under the termination provision.

### **Sample Contract Termination Provision**

<p>The Erie County Water Authority, as a governmental entity, reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.</p>
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SECTION 139-L OF THE STATE FINANCE LAW  
STATEMENT RELATING TO SEXUAL HARASSMENT POLICY

1. "Bidder" has the same meaning as the term, "Offerer," as that term is defined in State Finance Law § 139-k(1)(h), and includes anyone who submits a bid or proposal.
2. Every proposal or bid hereafter made and submitted to the Erie County Water Authority, where competitive bidding or a sealed proposal is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under penalty of perjury:

SEXUAL HARASSMENT BIDDING CERTIFICATION

- (a) "By submission of this bid/proposal, EACH BIDDER AND EACH PERSON SIGNING ON BEHALF OF ANY BIDDER CERTIFIES, AND IN THE CASE OF A JOINT BID EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, under penalty of perjury, that the Bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Section two hundred one-g of the Labor Law."
3. A bid/proposal shall not be considered for award nor shall any award be made to a Bidder who has not complied with subdivision one of this section; provided, however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid/proposal a signed statement which sets forth in detail the reasons therefore.

The undersigned CERTIFIES, under penalty of perjury, that he is authorized to make this bid/proposal and execute this statement on sexual harassment; that he is familiar with the statements contained in ¶2(a) of this document, as well as the provisions of State Finance Law §139-L and Labor Law §201-g, and such statements are true and have been complied with by the Bidder.

\_\_\_\_\_  
(Name of Individual, Partnership or Corporation)

By \_\_\_\_\_  
(Person authorized to sign)

(SEAL)

END OF BID FORM SUPPLEMENTS

**INSURANCE REQUIREMENTS  
REQUEST FOR PROPOSALS  
FOR CONSULTING ENGINEERING SERVICES**

**STURGEON POINT WATER TREATMENT PLANT  
VARIOUS PIPING AND VALVES UPGRADES AND IMPROVEMENTS**

**ECWA PROJECT No. 202000047**

**Insurance Specs:**

The following minimum insurance requirements shall apply to vendors providing services to the Erie County Water Authority (ECWA). If a service or project, in the opinion of ECWA, represents an unusual or exceptional risk, ECWA may establish additional insurance requirements for that service or project. All insurance required herein shall be obtained at the sole cost and expense of the contractor, including deductibles and self-insured retentions, and shall be in full force and effect on the contract commencement date and for the duration of the contract. These requirements include but are not limited to the minimum insurance requirements.

**Insurance Requirements:**

**a. Workers Compensation:**

Part 1: Workers Compensation: Statutory

Part 2: Employers Liability: \$1,000,000.

Note: If New York State domiciled employees are used, coverage to be New York Statutory for both Parts 1 and 2

**b. New York Disability Benefits Liability:** Statutory coverage if New York State domiciled employees are used.

**c. Commercial General Liability:**

- \$2,000,000. General Aggregate
- \$2,000,000. Products/Completed Operations Aggregate
- \$1,000,000. Each Occurrence
- \$1,000,000. Personal Injury/Advertising Liability
- Erie County Water Authority to be scheduled as an Additional Insured for both on-going and completed operations (attach Additional Insured endorsement to Certificate of Insurance)
- Insurance to be primary and non-contributory

**d. Automobile Liability:**

- \$1,000,000. Each Accident
- Erie County Water Authority to be scheduled as an Additional Insured.

**e. Umbrella Liability:**

- \$1,000,000. Each Occurrence

- \$1,000,000. Aggregate
- Erie County Water Authority to be scheduled as an Additional Insured

**e. Professional Liability:**

- \$1,000,000 Per Claim
- \$1,000,000 Aggregate

Certificates of Insurance to be provided to **ECWA** prior to start of work as follows:

ACORD 25 (Item a-e) including copy of Additional Insured Endorsement Note: If coverage provided for NYS domiciled employees require Forms C 105.2 and DB 120.1 for Workers Compensation and NYS DBL.

Certificates of Insurance, on forms approved by the New York State Department of Insurance, must be submitted to ECWA prior to the award of contract. Renewals of Certificates of Insurance, on forms approved by the New York State Department of Insurance, must be received by ECWA 30 days prior to the expiration of the insurance policy period.

Certificates of Insurance and renewals, on forms approved by the New York State Department of Insurance, must be submitted to ECWA prior to the award of contract. Each insurance carrier issuing a Certificate of Insurance shall be rated by A. M. Best no lower than “A-” with a Financial Strength Code (FSC) of at least VII. The professional service provider shall name ECWA, its officers, agents and employees as additional insured on a Primary and Non-Contributory Basis, including a Waiver of Subrogation endorsement (form CG 20 26 11 85 or equivalent), on all applicable liability policies. Any liability coverage on a “claims made” basis should be designated as such on the Certificate of Insurance. Such insurance shall continue through the term of this Agreement and vendor shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Acts Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that vendor has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

To avoid confusion with similar insurance company names and to properly identify the insurance company, please make sure that the insurer’s National Association of Insurance Commissioners (N.A.I.C.) identifying number or A. M. Best identifying number appears on the Certificate of Insurance. Also, at the top of the Certificate of Insurance, please list the project number.

Acceptance of a Certificate of Insurance and/or approval by ECWA shall not be construed to relieve the outside vendor of any obligations, responsibilities or liabilities.

Certificates of Insurance should be e-mailed to [mmusarra@ecwa.org](mailto:mmusarra@ecwa.org) or mailed to Ms. Molly Jo Musarra, ECWA Claim Representative/Risk Manager Erie County Water Authority, 295 Main Street – Room 350, Buffalo, New York 14203-2494, or If you have any questions you can contact Ms. Musarra by e-mail or phone (716) 849-8465.