

REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION INSPECTION SERVICES
ERIE COUNTY SEWER DISTRICT (ECSD) NO. 8
EAST AURORA WATER RESOURCE RECOVERY FACILITY
ELECTRICAL UPGRADES PROJECT– CONTRACT NO. 25
File 8.3.3.25-CI

FORMAL RESPONSE TO REQUESTS FOR CLARIFICATION

SEPTEMBER 16, 2025

The following are the Erie County Division of Sewerage Management’s (DSM’s) formal responses to all requests for clarification received regarding the Request for Proposals (RFP) to Provide Construction Inspection Services for ECSD No. 8 East Aurora Water Resource Recovery Facility Electrical Upgrades Project. This information is provided to those who have formally requested said responses, for use at their discretion, to develop respective proposals.

- (1.) Schedule “A”- For the General Services During Construction, one of the construction services requested indicates that the Consultants electrical engineer may attend project related meetings as requested by the County. Are these meetings to be held on “Teams Meetings” or similar platform or will they be held on site?

Answer: These meetings will be held on-site.

- (2.) Schedule “A”- For the Resident Engineering Services, the team will be preparing Daily Inspection Reports (DIRs) to be submitted to ECDEP. Does ECDEP have a standard inspection report to be used, or can the Consultant use their own DIR template?

Answer: Consultant’s DIR template can be used.

- (3.) Schedule “A”- For the digital photos, is there a minimum resolution and/or format (1:1, 3:4, 9:16) the ECDEP prefers. Are the photos to be turned over via a USB at the end of the project.

Answer: Digital photos must be of a sufficient resolution to afford clear and useful documentation. Progress photos are to be transmitted weekly with inspection reports. More frequent photo transmission may be needed for issues or clarifications. Photos will be transmitted with reference to documents eliminating the need to transmit all pictures at the end of the project.

- (4.) Schedule “A”- Does Erie County DEP have an in-house Project Management Information System (PMIS) that is currently used to document all aspects of the

project or should the Consultant propose a PMIS system to track all documents, i.e. correspondence, submittals, RFIs, clarifications, etc.?

Answer: PMIS is not available from the DSM. LaBella Associates will manage Construction Administration tasks and document submissions. Consultants may propose a PMIS system to track all documents for this project.

- (5.) Under Section II-Proposal Procedures, it indicates an Anticipated Notice-To-Proceed of December 2025. In Schedule "C" it states that the estimated Notice to Proceed is September 15, 2025, and on Schedule "D" page D-1 it states that the consultant Notice to Proceed is given by the County by February 1, 2026. We assume that the NTP of 09/15/2025 is for the contractor and the consultant is expected to receive NTP between 12/25 and 02/26.

Answer: Correct, construction Contractors will receive formal Notice To Proceed (NTP) on September 17, 2025 and the construction period will commence on September 22, 2025. Due to inspection services selection and contract execution timeframes, the DSM anticipates Consultant NTP in December 2025; however, that date may be delayed until January 2026.

- (6.) Schedule D, Part II Item (2) Direct/Indirect Overhead Cost - It states that the composite overhead rate shall include all "indirect" expenses. As the contractor is supplying an office with cable, printer/scanner including supplies, all other required expenses as indicated in this section shall be included in the overhead rate.

Answer: That is appropriate.

- (7.) Schedule D, Part II Item (2) Direct/Indirect Overhead Cost - Also, in Part II (2) it states that the composite rates for a & b have been established, however these have been left blank. Are we to assume that these will be based on our firm's calculations.

Answer: That is appropriate. The proposer should provide overhead rates.

- (8.) Specification Section 01 52 11-Engineer's Field Office, Part 1.2 indicates that the Resident Engineer's field team will be sharing the Construction Trailer with the Electrical Contractor and have a secure office in that trailer just confirming that all printer/scanner supplies i.e. toners, paper shall be supplied by the contractor for the duration of the project, also will the printer have multi-tray capabilities 8 ½ x 11, 8½x 14, and 11"x 17". This will enable our staff to print out shop drawing in large format (11"x 17") during construction for our inspections.

Answer: The DSM cannot guarantee all suggested printer capabilities will be available.

The Erie County Department of Environment and Planning, Division of Sewerage Management would like to thank you for your interest in this very important project.

DCM: 9-16-2025

END OF CLARIFICATION