



Plattsburgh, New York

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December 19, 2025

To: Whom This May Concern

From: Janelle Henry
Environmental Manager

**Ref: Request for Proposal;
“Rugar Street and CSO Sewer Study”**

Proposals are requested for the work described below.

A. INTRODUCTION AND BACKGROUND

The City of Plattsburgh operates a combined wastewater system that services city residents and businesses as well as a significant amount of development with the Town of Plattsburgh. One such multijurisdictional area is the Rugar Street sewershed, which currently services SUNY Plattsburgh, and multiple residential neighborhoods within the city and multiple small businesses, neighborhoods, and developable lots within the Town.

The Town of Plattsburgh has been approached by two housing developers looking to create a total of 150 workforce housing units along the Rugar Street Main, however, capacity within the Town's current wastewater system will not allow additional development. The Town applied for and was awarded a \$1,500,000 grant from New York State through the Governor's Pro-Housing Infrastructure Program to construct a new force main that could handle these and future housing developments, as well as additional development at the industrial park.

The grant that the Town received will construct the town owned infrastructure, however, the town will need to connect the new force main to the City's combined sewer system on Rugar Street. Currently, the City is unable to determine what impact this will have on its combined sewer system downstream of the new connection point, and the City is also unsure of the capacity of its own infrastructure to receive additional waste.

Without this knowledge, the City will not be able to allow the Town to connect its new system, stifling industrial, commercial and residential development.

The City has received NBRC funding to study its wastewater system in the Rugar Street corridor. This is a project in support of basic public infrastructure. Completion of this study will provide the city with guidance on necessary system upgrades to expand wastewater access to a readily developable area of the Town of Plattsburgh. It will also foster multi-jurisdictional project development and plan for the upgrade and upsizing of the city's combined sewer system, increasing infrastructure resiliency and marketability of the Plattsburgh West area for future development. Matching funds will be provided from the City. The project is ready to commence immediately upon award and as it is a planning effort, NEPA is not anticipated.

In 2021 the Town of Plattsburgh commissioned a smart growth plan for the area served by the Rugar Street combined sewer system that includes re-development of a former airport into light industrial, mixed-use commercial, housing and open space. The plan includes complete streets, areas that are permanently set aside for resources conservation, housing options for local workforce, mixed-use services and amenities, public transportation infrastructure, and infill development opportunities. None of these can be realized, however, without first upgrading the wastewater sewer system that would collect the waste from this development. More recently, two housing developers have expressed interest in building workforce housing units within this sewershed. Lastly, there is a 240- acre plot of land that the City annexed from the Town several years ago with the hopes of developing it.

The Rugar Street sewershed encompasses approximately 275 acres in the City of Plattsburgh and over 500 acres in the Town of Plattsburgh. The area within the City is comprised of the SUNY Plattsburgh campus and residential areas while the area within the Town is a blend of residential, commercial and light industrial areas with the potential for new development around the former Clinton County Airport.

The former Clinton County Airport is located at outermost limit of the sewershed, and is currently under redevelopment as a light industrial park. From this property a wastewater gravity fed main extends east through the Town of Plattsburgh along the Rugar Street corridor. The existing gravity sewer on Rugar Street at the City/Town line is a 12-inch pipe with limited capacity due to a flat slope for a few blocks into the City. Grade then begins to go downhill slightly increasing the slope and resulting capacity of the 12-inch pipe. Several blocks away the sewer increases to a 24-inch pipe as flow from the SUNY campus begins to enter the collection system. The pipe then increases to 30-inch up to the connection with the Cornelia Street sewershed at Broad Street. The pipe size varies between this location and the Water Resource Recovery Facility and includes a pair of siphons under the Saranac River resulting in varying sewer system capacities to accept additional flow due to development.

The sewershed is tributary to combined sewer overflow CSO 007 located in the midst of the SUNY campus with wet weather overflows discharged to the Saranac River. Dry weather flow combines with the Cornelia Street sewershed downstream of the SUNY campus. There is an August 2023 sewer system analysis report by CDM Smith that evaluates some of the system and can be used as a starting point for this investigation.

SWMM Modeling developed as part of the report indicates CSO 007 shouldn't have overflowed during a 5-year modeled simulation period while historic CSO inspection reports indicate possible overflows. In a modeled 30-year simulation, CSO 007 was only predicted to overflow during historic wet weather events such as hurricane Irene. The accuracy of the historic CSO observations has been questioned. There is some evidence suggesting that the reports are erroneous and/or that observations may have been misinterpreted. The CSO discharge pipe downstream of the regulator weir is tied into a nearby storm sewer that leads to the Saranac River. One theory is that during wet weather, the storm sewer might surcharge back into the CSO regulator structure triggering a sensor and making it appear that the combined sewer discharged when, in reality, it was the storm sewer flowing back into the sanitary sewer.

Funding for this project is from NBRC. The work must comply with their requirements.

B. PURPOSE

The goal of this project is to complete a study that identifies the impact of impending and future development will have on the City's combined sewer system on Rugar Street and provide the city with an understanding of the necessary infrastructure upgrades to handle more waste, in particular, limiting sewer segments in this sewershed and potential effects on CSO 007 by SUNY.

C. SCOPE OF WORK

1. Evaluate the Rugar Street sewershed to accommodate pending and future sewer flows leading from the Town of Plattsburgh to the City WRRF (including the Route 3/Broad Street entry which combines with the Rugar sewershed downstream of CSO 007).
2. Identify limiting sewer segments.
3. Evaluate CSO 007 in order to:
 - a. Understand physical set up.
 - b. Determine whether the outfall and regulator are still needed.
 - c. Evaluate storm sewer surcharge theory.
4. Identify possible corrective actions with cost estimates.
5. Perform preliminary design of selected action, if any.

D. PROPOSAL REQUIREMENTS

Proposals shall be submitted in two parts, technical and cost. The technical proposal should demonstrate your firm's qualifications and capability to perform the required work, project approach and schedule as follows.

Technical Proposal:

1.Experience & Qualifications

- (i) Description of firm, size of applicable disciplines, financial resources.
- (ii) Specialized experience and technical competence in hydrogeology and municipal well development, analysis and design.
- (iii) Past record of performance on projects of similar size and scope, including quality of work, ability to meet work schedules and control of construction costs during design.
- (iv) References for firm from previous clients.
- (v) Familiarity with the Federal and New York State regulations.
- (vi) Ability to meet MWBE and other requirements of NBRC and other government funding requirements.

2. Project Team:

- (i) Project Team that will work on the project.
- (ii) Statement of experience of staff specialists committed to work on the project with resumes of principal staff members.
- (iii) The Project Manager shall have pertinent experience with similar projects.

1. Project Approach

- a. Describe the project approach in a way that demonstrates an understanding of the steps necessary to complete each of the tasks identified in the scope of work.
- b. Explanation of the considerations and factors that will be analyzed and deliverable provided.

2. Project Schedule

- a. Ability to perform the work by August 1, 2026.
- b. Reasonableness of estimated time to complete each task.
- c. Ability to comply with NBRC New York State and Federal accounting and auditing procedures.

Cost Proposal:

The separate cost proposal should be submitted in a separate envelope and include an estimate of person-hours and rates for each of the proposed tasks with an approximate cost per task. This information will be used to demonstrate the firm's understanding of the level of effort required to complete each task.

E. SUBMISSION OF INFORMATION

1. All proposals must be received before 11:00 am on February 5, 2026.
2. Please submit your proposal on a flash drive (or electronic access) and four hard copies via sealed envelope labeled “**Rugar Street and CSO Sewer Study**” to:

Janelle Henry Environmental Manager
Environmental Services Department
41 City Hall Place
Plattsburgh, NY. 12901

3. If you have any questions, please contact Janelle Henry at:
henryj@cityofplattsburgh-ny.gov

F. PROPOSAL EVALUATION

The proposals will be reviewed and evaluated as outlined below.

First, the responsiveness of the proposal will be determined. To be responsive, it must comply with the submission requirements in Sections D and E and the firm must agree to perform the work in accordance with the terms and conditions as stated in RFP.

Then, a comparative assessment of the proposals will be made after determining that all requirements of the RFP have been satisfied. Rating will consider:

1. Experience and Qualifications
2. Project Approach
3. Schedule
4. Understanding of NBRC requirements, City Sewer System, and Goals

The cost proposal will be reviewed after the technical proposal evaluation is completed and shall be submitted in a separate sealed envelope.

Firms may be contacted for an interview. Once a top firm has been identified, the City will negotiate a final scope of work and a corresponding price with that firm. If an agreement is not reached, the City will work its way down the list.

G. GENERAL CONTRACT REQUIREMENTS

1. Proof of General Liability Insurance, Automobile Liability, Workers Compensation and NYS Disability Insurance will be required prior to commencing any work. Liability insurance coverage shall be in the amount of \$2,000,000, Combined Single Limit or equivalent. Professional liability insurance is required. Excess Liability coverage shall be in the amount of \$2,000,000. The City of Plattsburgh needs to be named as additionally insured.
2. Compliance in NYS Department of Labor (DOL) requirements for payment of prevailing wages to survey employees in accordance with the NBRC requirements.

END OF RFP.