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[WWW.VILLAGEFLOWERHILL.ORG](http://WWW.VILLAGEFLOWERHILL.ORG)

December 20, 2024

**Re: RFP  
SEWER FEASIBILITY STUDY**

### **Introduction**

The Incorporated Village of Flower Hill (Village) is currently seeking proposals from qualified individuals and entities currently authorized to do business in the State of New York for a Sewer Feasibility Study (Study) for the out of district unsewered areas of the Village. The purpose of the study is to evaluate the potential capacity in existing systems to support connecting additional properties from Flower Hill; an estimation of the potential number of properties that could access existing capacities; to identify the limitations of expansion including physical factors and governance issues that may hinder the Village's access to existing sewer services; a general assessment of infrastructure investment that may be needed to support growth objectives; and documentation of the existing infrastructure and needs of the community.

### **Background**

Currently, the Village of Flower Hill does not have sewers, with the exception of approximately 146 properties, which are serviced by the Port Washington Water Pollution Control District (District).

In 2021 the Village contacted the Port Washington Water Pollution Control District (District) to obtain a "Scope of Work" from the District for a Sanitary Sewer Feasibility Study for the Out-of-District unsewered areas of the Village, refer to attached Port Washington Water Pollution Control District Wastewater Collection System Map.

### **Scope of Services**

- Define In-District and Out-of-District Boundaries relative to Village Boundaries.
- Identify existing sewer areas within the Village.
- Identify environmental and public impacts due to existing failing septic/on-site sanitary sewer systems.
- Topographic Study of the Area through existing GIS Maps.

MAYOR **RANDALL ROSENBAUM** DEPUTY MAYOR **FRANK GENESE**  
TRUSTEES, **GARY LEWANDOWSKI**, **MARY JO COLLINS**, **CLAIRE DORFMAN**, **MAX FRANKEL**  
VILLAGE ADMINISTRATOR **MARLA WOLFSON**, TREASURER **SUZANNE TANGREDI**,  
BUILDING SUPERINTENDENT **PETER ALBINSKI**, PUBLIC WORKS SUPERINTENDENT **RICH FALCONES**

- Review and obtain information regarding the adjacent existing Port Washington WPCD Sanitary Sewer Collection System and all other adjoining sewer districts.
- Correspondence and meetings with each sewer district regarding the acceptance of Village flow.
- Obtain and evaluate water usage information from the local water district
- Obtain current land use/zoning of properties
- Obtain Population Data
- Calculation of current and future sanitary flows
- Evaluation of alternative sewer design options to collect and treat the flow from the unsewered areas of the Village including traditional sanitary sewer (gravity sewer, pump stations and force mains), non-traditional sanitary sewer options (low pressure sewer systems) as well as On-Site System upgrade options and small package type treatment plants.
- Present Sanitary Sewer Options
- Present and provide conceptual layout of recommended option.
- Conceptual Construction Cost Estimate for the recommended option
- Evaluate/Develop required upgrades to existing infrastructure to accept flow from the Village.
- Conceptual Construction Cost Estimate of the required upgrades to existing infrastructure.
- Operation and Maintenance Costs
- Calculation of Equalization fees and property owner costs for Out-of-District properties including descriptions of Owners responsibilities and how charges would be implemented
- Implementation of recommended option\Evaluate potential financial opportunities for Village and Property Owners
- NYSDEC, legal and regulatory requirements
- Present the options and the advantages/disadvantages of the Village joining the Sewer Districts or remaining an outside Contract.
- Correspondence and meetings with Adjacent Sanitary Sewer Districts regarding the acceptance of Village flow.

- Obtain and evaluate water usage information from the local water district
- Obtain current land use/zoning of properties
- Obtain Population Data
- Divide the Village into Sewershed Sub-Areas
- Calculation of current and future sanitary flows from the unsewered areas of the Village
- Evaluation of alternative sewer design options to collect and treat the flow from the unsewered areas of the Village including traditional sanitary sewer (gravity sewer, pump stations and force mains), non-traditional sanitary sewer options (low pressure sewer systems) as well as On-Site System upgrade options, small package type treatment plants and other new wastewater treatment technologies.
- Present Sanitary Sewer Options for Each Sewershed Sub-Area
- Present and provide conceptual layout of recommended option.
- Conceptual Construction Cost Estimate for the recommended option
- Determine if upgrades to existing infrastructure (Nassau County, Great Neck WPCD and Port Washington WPCD collection systems) will be necessary to accept flow from the Village.
- Conceptual Construction Cost Estimate of the required upgrades to existing infrastructure (if possible to obtain).
- Operation and Maintenance Costs
- Calculation of Equalization fees and property owner costs for Out-of-District properties including descriptions of Owners responsibilities and how charges would be implemented
- Implementation of recommended option including prioritizing Sewershed sub-areas and phasing.
- Evaluate potential financial opportunities for Village and Property Owners
- NYSDEC, legal and regulatory requirements
- Present the options and the advantages/disadvantages of the Village joining the Adjacent Sewer Districts or remaining an outside Contract.

## **Procedure for Proposals**

Submit the above in a comprehensive report. A draft (3 Copies) shall be submitted to the Village for review and comment. Meeting with the Village will be performed to review and discuss the draft report and comments. A final copy (3 Copies) of the report will then be submitted to the Village.

Submissions for consideration must be received by end of business on February 24, 2025 for consideration at the Board of Trustees meeting scheduled for March 3, 2024.

Submissions should be addressed to:

Marla Wolfson  
Village Administrator  
Village of Flower Hill  
1 Bonnie Heights Road  
Manhasset, NY 11030

## **Selection**

The Village reserves the right to select the respondent who best meets the requirements of the RFP as the lowest responsible bidder. Further, the Village reserves the right to amend, in whole or in part, this RFP; withdraw or cancel this RFP; and accept or reject any or all proposals for any or no reason and with no penalty to the Village.

The Village shall inform the Awardee that they have been selected however neither the selection or the issuance of a notice of award shall constitute a binding commitment on behalf of the Village to enter into any contract or binding arrangement with the Awardee.