TOWN OF SOUTHAMPTON
Department of Community Preservation
24 W Montauk Hwy, Hampton Bays, NY 11946
Ph: 631-287-5720 Fx: 631-728-1920
www.southamptontownny.gov/WQIPP

COMMUNITY PRESERVATION FUND (CPF)

WATER QUALITY IMPROVEMENT PROGRAM

CHECKLIST/APPLICATION INSTRUCTIONS

The CPF Water Quality Improvement Project Plan (WQIPP) Fund follows the objectives in the adopted Water Quality Improvement Project Plan (see http://www.southamptontownny.gov/WQIPP)

To apply for funding, an application must be COMPLETED and submitted along with detailed narratives and supporting information as described below. Parcel acquisitions will be considered on an ongoing basis, independent of this application process.

Note: Electronic application submission required and 4 - full printed sets of application, site plan and narrative. Upload application at www.southamptontownny.gov/WQIPPSUBMISSION
A Public Hearing and Town Board Resolution will be required for all projects pursuant to Chapter 140 of the Town Code.

WATER QUALITY IMPROVEMENT PROJECT MEANS:

[1] DEFINITIONS:

1. **Wastewater Treatment Improvement Project** means the planning, design, construction, acquisition, enlargement, extension, or alteration of a wastewater treatment facility, including alternative systems to a sewage treatment plant or traditional septic system, to treat, neutralize, stabilize, eliminate or partially eliminate sewage or reduce pollutants in treatment facility effluent, including permanent or pilot demonstration wastewater treatment projects, or equipment or furnishings thereof. Stormwater collecting systems shall also be included within the definition of a wastewater improvement project.

2. **Nonpoint Source Abatement and Control Program Projects** developed pursuant to section eleven-b of the soil and water conservation districts law, title 14 of article 17 of the environmental conservation law, section 1455b of the federal coastal zone management act, or article forty-two of the executive law;

3. **Aquatic Habitat Restoration Project** means the planning, design, construction, management, maintenance, reconstruction, revitalization, or rejuvenation activities intended to improve waters of the state of ecological significance or any part thereof, including, but not limited to ponds, bogs, wetlands, bays, sounds, streams, rivers, or lakes and shorelines thereof, to support a spawning, nursery, wintering, migratory, nesting, breeding, feeding, or foraging environment for fish and wildlife and other biota.

4. **Pollution Prevention Project** means the planning, design, construction, improvement, maintenance or acquisition of facilities, production processes, equipment or buildings owned or operated by municipalities for the reduction, avoidance, or elimination of the use of toxic or hazardous substances or the generation of such substances or pollutants so as to reduce risks to public health or the environment, including changes in production processes or raw materials; such projects shall not include incineration, transfer from one medium of release or discharge to another medium, off-site or out-of-production recycling, end-of-pipe treatment or pollution control.

5. **The Operation of the Peconic Bay National Estuary Program**, as designated by the United States Environmental Protection Agency. Such projects shall have as their purpose the improvement of existing water quality to meet existing specific water quality standards. Projects which have as a purpose to permit or accommodate new growth shall not be included within this definition

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COMMUNITY PRESERVATION FUND (CPF)
WATER QUALITY IMPROVEMENT PROGRAM
PROPOSAL SUMMARY

Project Applicant: Village of Southampton
Project Title: Village Sewer Map and Plan
Project Manager Name: Charlene Kagel-Betts

Name	Charlene Kagel-Betts
Title	Village Administrator
Organization	Village of Southampton
Address	23 Main Street, Southampton NY 11968
Phone	631-283-0247
Email	ckagel-betts@southamptonvillage.org

Property owner (if different from Project manager organization):

Name	Same
Affiliation	
Organization	
Address	
Phone	
Email	

Project Address: N/A-engineering study SCTM #(S) N/A

Type of Project (Check all that apply):
☑ Reduction ☐ Remediation ☐ Restoration

Project Summary: (Provide a brief narrative description of proposed WQIPP project)

The Village of Southampton will retain a qualified consultant firm to complete a Map and Plan for the formation of the Southampton Village Sewer System. The scope of work will encompass preparation of an alternatives analysis, followed by a Map and Plan, environmental review and preparation of an Engineering Design Report that conforms to the requirements of the New York State Clean Water State Revolving Fund. These services will form the basis for enacting a Sewer District in the Village.

The project aligns with Town of Southampton Water Quality Improvement Project Plan goals for nitrogen reduction in high priority areas. Research performed by Dr. Christopher Gobler of the Stony Brook University School of Marine and Atmospheric Sciences found that with the implementation of a sewer district in the Village, nearly 10,000 pounds of nitrogen will be diverted from Lake Agawam annually. This substantial reduction in nitrogen loading would lead to water quality improvements and greatly reduced incidence and severity of Harmful Algal Blooms in the lake.

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If additional information is needed to describe the project; a project narrative can accompany the application. Please limit the narrative to approximately 3 pages of project description, provide a summary of water quality benefits/objectives of approximately 2 pages and provide a cost estimate of approximately 2 to 4 pages with supporting estimates. Any additional materials should be focused specifically on the proposed project with references to other studies that are pertinent

1. PROJECT TYPE (check all that apply)

Must meet at least one of the definitions of "Water Quality Improvement Project" per State Law Chapter 551 cited above. Check all that apply.

- [x] Wastewater Treatment Improvement Project
- [ ] Non-point source abatement and control
- [ ] Aquatic habitat restoration
- [ ] Pollution prevention
- [ ] Operation of Peconic Bay National Estuary Program (Grant Match)

Note: Monitoring costs are only potentially eligible for CPF funding within Aquatic habitat restoration projects.

2. PRIORITY AREA(S) (check all that apply)

Priority areas are defined in the Water Quality Improvement Project Plan (WQIPP).

- [x] 303(d) Impaired
- [x] High
- [ ] Medium
- [ ] Outside High and Medium priority areas*

*If Outside High and Medium priority areas, explain how the project is relevant to WQIPP goals.

3. PROJECT DESCRIPTION

3a. Existing conditions of applicable groundwater/sub-watershed/waterbody and most recent and relevant data available (provide sources).

Lake Agawam is located within the South Shore Estuary Reserve and is included on the 2016 NYS Section 303(d) List of Impaired/TMDL waters. Nitrogen loading occurs predominately through groundwater contamination from sanitary/septic systems. See Attachment 1.

3b. How the proposed solution addresses the issue in the context of Reduction, Remediation and/or Restoration as per the CPF Water Quality Project Plan. Note all remediation and restoration projects must assure that reduction measures are also addressed.

See Attachment 1.

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3c. Describe the proposed technology and its demonstrated efficacy in similar settings. May include published data.

See Attachment 1.

3d. How the project supports Town of Southampton, Suffolk County, NYSDEC, Long Island Nitrogen Action Plan (LINAP) or other adopted goals/policies (provide references with pages numbers).

See Attachment 1.

3e. Review the following statements and indicate whether they are applicable to your project. For all "Yes" responses, please indicate how your project addresses the requirements indicated.

YES	N/A	
☐	☑	**If stormwater system or drainage is proposed:** The project must indicate compliance with the New York State Stormwater Design Manual (2015 and as updated).
☐	☑	**If project is related to farmland:** Describe any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement.
☐	☑	**If the project is for habitat restoration:** The narrative must address how underlying causes are being ameliorated and expected outcomes for local species populations or other ecological considerations are given.
☑	☐	**If project is a Sewage Treatment Plant (STP) or cluster treatment system:** Fund allocation request is based on cost for reduction of pre-existing conditions and not for purpose of accommodating new density (describe pre-existing density and associated flow (gallons per day) and total projected nitrogen reduction in narrative). Include detailed information on how many homes the system would treat as well as potential for formation of Sewer District, if required by Suffolk County Health Department or Town Law.
☐	☑	**If the project is requesting grant match:** Include information related to funding program source and purpose of application and any relevant items on this checklist. Note: A Town Board resolution will be required in order to encumber matching funds for grant applications.

4. WATER QUALITY BENEFIT

4a. Identify Nitrogen, Pathogen or Pollutant of Concern (POC) including Existing Condition and Target Reduction.

See Attachment 1.

4b. Describe plans for collecting and reporting on water quality over time.

See Attachment 1.

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4c. Indicate useful life of proposed technology (must meet or exceed five years).

See Attachment 1.

5. COST FACTORS

5a. Explain how you have confirmed that the proposed budget is reasonable, appropriate and necessary. If available, provide third party estimates or other documentation of how costs were determined.

See Attachment 1.

5b. Describe any matching funds to be provided.

See Attachment 1.

5c. Explain: i. Why project cannot proceed and intended benefits cannot be achieved without external funding.
ii. if funds are awarded at a lower level than requested, or if there are cost overruns, explain how the project will proceed.

See Attachment 1.

6. MANAGEMENT, EXPERIENCE, ABILITY

6a. Describe applicant's experience in completing similar projects.

See Attachment 1.

6b. Describe community support or opposition to project. If there is opposition, explain how this is to be addressed.

See Attachment 1.

6c. Describe any permits needed and time frame/status of approvals. If permits are approved, indicate same.

See Attachment 1.

CP-1310F (rev. 4/2021)

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7. MAINTENANCE, MONITORING, EVALUATION

Estimate ongoing maintenance costs and explain how these will be supported. Explain stewardship and monitoring activities planned for ensuring sustainability of the project.

See Attachment 1.

8. DURATION OF PROJECT

8a. Provide a projected project timeline.

See Attachment 1.

8b. If project is multi-year or phased, provide a breakdown of budget and milestones for each year and phase.

See Attachment 1.

9. ATTESTATION

Allocation of CPF funds will not be for the purpose of accommodating new growth, as this is prohibited by State law.

☑ Check box to certify that funds will not be directed for projects for the purpose of accommodating new growth.

Signature: _____ Date 5/13/21

10. REQUIRED ATTACHMENTS Confirm that the following required documents are attached to this application:

- ☑ Photos of existing conditions
- ☑ Location Map
- ☑ State Environmental Quality Review Act (SEQRA) Long or Short Environmental Assessment Form (EAF) https://www.dec.ny.gov/permits/6191.html
- ☑ Completed EPA Spreadsheet Tool for Evaluating Pollutant Load (STEPL) https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-stepl or similar standardized methodology (describe)
- ☑ Project budget (see attached template)
- ☑ Ownership commitment is provided via letter of intent (LOI) for non-municipal owners or municipal resolution for municipal owners

11. OTHER ATTACHMENTS

List other attachments provided, including cost estimates, bids, plans, documentation of matching funds, and other as appropriate to demonstrate project readiness, quality, feasibility, and cost effectiveness

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BUDGET PROPOSAL

PLANNING/ENGINEERING/DESIGN	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
Task 1- Preparation of Map and Plan*	$- 150,000.00	$-	$-	$- 150,000.00
Task 2-	$-	$-	$-	$- 0.00
Task 3-	$-	$-	$-	$- 0.00
Task 4-	$-	$-	$-	$- 0.00
Task 5-	$-	$-	$-	$- 0.00
Task 6-	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
Planning/Engineering/Design Cost Total	$- 150,000.00	$- 0.00	$- 0.00	$- 150,000.00

Contractual Services				
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
Contractual Services Cost Total	$- 0.00	$- 0.00	$- 0.00	$- 0.00

Construction & Site Improvements				
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
	$-	$-	$-	$- 0.00
Construction & Site Improvements Cost Total	$- 0.00	$- 0.00	$- 0.00	$- 0.00

* As noted in the application attachments, this budget figure is preliminary and based on the highest of the three shortlisted proposals currently under consideration by the Village Sewer Committee. A supplemental response will be provided to the Town following final consultant selection, which is expected to occur at the Village Board meeting on May 25, 2021. The supplemental response will provide a final budget, EAF, resolution authorizing a contract with the selected consultant, and the winning firm's proposal. The figure provided here will not be increased in the supplemental request; it will either stay the same or be lower, depending on the outcome of interviews with the shortlisted firms.

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Equipment/Materials/Supplies	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Equipment/Materials/Supplies Total	$-0.00	$0.00	$-0.00	$-0.00

Additional Cost				
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
	$-	$-	$-	$-0.00
Additional Cost Total	$-0.00	$-0.00	$-0.00	$-0.00

Planning/Engineering/Design Cost Total (from page 7)	$- 150,000.00	$- 0.00	$- 0.00	$- 150,000.00

Total Project Cost	$-150,000.00
Applicant matching funds committed	$-0.00
Applicant matching funds pending approval (e.g. grant request submitted pending determination)	$-0.00
Total CPF Funds Requested	$-150,000.00

Source of matching funds	Amount

The following Village investments totaling $171,000 are offered as matching share to this project:

–2015 *Map and Plan* prepared by H2M: $65,000 (preaward cost).
–2020 Engineering Report, *Sewer System Alternatives Analysis Report for the Village of Southampton* prepared by H2M: $40,000 (preaward cost).
–2021 Comprehensive Plan to be prepared for the Village by BFJ Planning: $66,000 (current investment)

The reports prepared by H2M provide the foundation for the development of the Map and Plan. The Comprehensive Plan update process began in April 2021.

TOWN OF SOUTHAMPTON
2021 COMMUNITY PRESERVATION FUND

VILLAGE OF SOUTHAMPTON
SEWER SYSTEM MAP AND PLAN

APPLICATION ATTACHMENTS

Lake Agawam existing conditions – harmful algal bloom.

INDEX

Note: A supplemental response will be provided to the Town of Southampton CPF following final consultant selection, which is expected to occur at the Village Board meeting on May 25, 2021. The supplemental response will provide a final budget, EAF, resolution authorizing a contract with the selected consultant, and the winning firm's proposal.

VILLAGE OF SOUTHAMPTON
SEWER SYSTEM MAP AND PLAN

ATTACHMENT 1
SUPPLEMENTAL NARRATIVES

PROJECT OVERVIEW

The Village of Southampton will retain a qualified consultant firm to complete a Map and Plan for the formation of the Southampton Village Sewer System. The scope of work will encompass preparation of an alternatives analysis, followed by a Map and Plan, environmental review and preparation of an Engineering Design Report that conforms to the requirements of the New York State Clean Water State Revolving Fund. These services will form the basis for enacting a Sewer District in the Village.

The project aligns with Town of Southampton Water Quality Improvement Project Plan goals for nitrogen reduction in high priority areas. Research performed by Dr. Christopher Gobler of the Stony Brook University School of Marine and Atmospheric Sciences found that with the implementation of a sewer district in the Village, nearly 10,000 pounds of nitrogen will be diverted from Lake Agawam annually. This substantial reduction in nitrogen loading would lead to water quality improvements and greatly reduced incidence and severity of Harmful Algal Blooms in the lake.[1]

The Village issued a Request for Proposals from qualified firms to prepare the Map and Plan in March, 2021, and is currently in the process of reviewing consultant bids. A supplemental response will be provided to the Town of Southampton CPF following final consultant selection, which is expected to occur at the Village Board meeting on May 25, 2021. The supplemental response will provide a final budget, the winning firm's proposal, an EAF, and the resolution authorizing consultant selection.

3. PROJECT DESCRIPTION

3a. Existing conditions of applicable groundwater/sub-watershed/waterbody and most recent and relevant data available (provide sources).

Lake Agawam Water Quality

Lake Agawam is located within the South Shore Estuary Reserve and is included on the 2016 NYS Section 303(d) List of Impaired/TMDL waters.[2] The Lake Agawam Comprehensive Management Plan

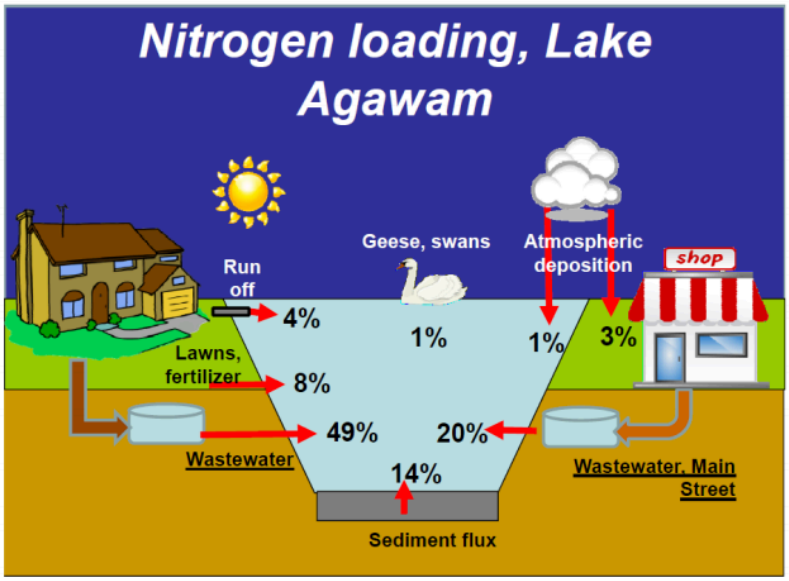
[1] *Quantifying Nitrogen Loading From Southampton Village To Surrounding Water Bodies And Their Mitigation By Creating A Sewer District*. Christopher J. Gobler, Ph.D., Stony Brook University School of Marine and Atmospheric Sciences (February 2017). Accessed at: https://www.southamptonvillage.org/DocumentCenter/View/188/Lake-Agawam-Water-Quality-Study-Feb-2017PDF

[2] New York State November 2016 Section 303(d) List of Impaired Waters Requiring a TMDL/Other Strategy. https://www.dec.ny.gov/docs/water_pdf/303dListfinal2016.pdf

(2009) identified groundwater outflows as a key contributor of the excess nutrients that have led to hypereutrophic conditions and past fish kills.[3]

An analysis prepared by Dr. Christopher Gobler of the Stony Brook University School of Marine and Atmospheric Sciences (SOMAS), titled, "Quantifying Nitrogen Loading to from Southampton Village to Surrounding Water Bodies and their Mitigation by Creating a Sewer District," (2017) finds that wastewater from sanitary/septic systems is the main source of nitrogen loading entering the Lake Agawam watershed.[1]

In this report, Dr. Gobler states that with the implementation of a sewer district in the Village, "nearly 10,000 pounds of nitrogen will be diverted from Lake Agawam annually" (p. 23). The following graphic demonstrates the loading from wastewater sources.



Source: SOMAS, 2017

According to the report, the main sources of nitrogen loading entering the Lake Agawam watershed, are as follows:

- Wastewater from sanitary/septic systems = 70%
- Fertilizer = 8%
- Atmospheric deposition = 4%
- MS4 drain at the north-end of Lake Agawam = 4%

In September 2018, scientists from Stony Brook University reported that a toxic algae bloom in the lake was the densest growth ever recorded in a Long Island water body.[4] Public health warnings

[3] Lake Agawam Comprehensive Management Plan (2009). Accessed at https://www.southamptonvillage.org/DocumentCenter/View/187/Lake-Agawam-Management-Plan-2009-PDF

[4] http://www.27east.com/news/article.cfm/East-End/570094/Lake-Agawam-Coated-By-Worst-Algae-Bloom-Ever-Recorded-On-Long-Island

have been issued by the Suffolk County Health Department to urge community members, especially children and pets, to avoid the contaminated water.

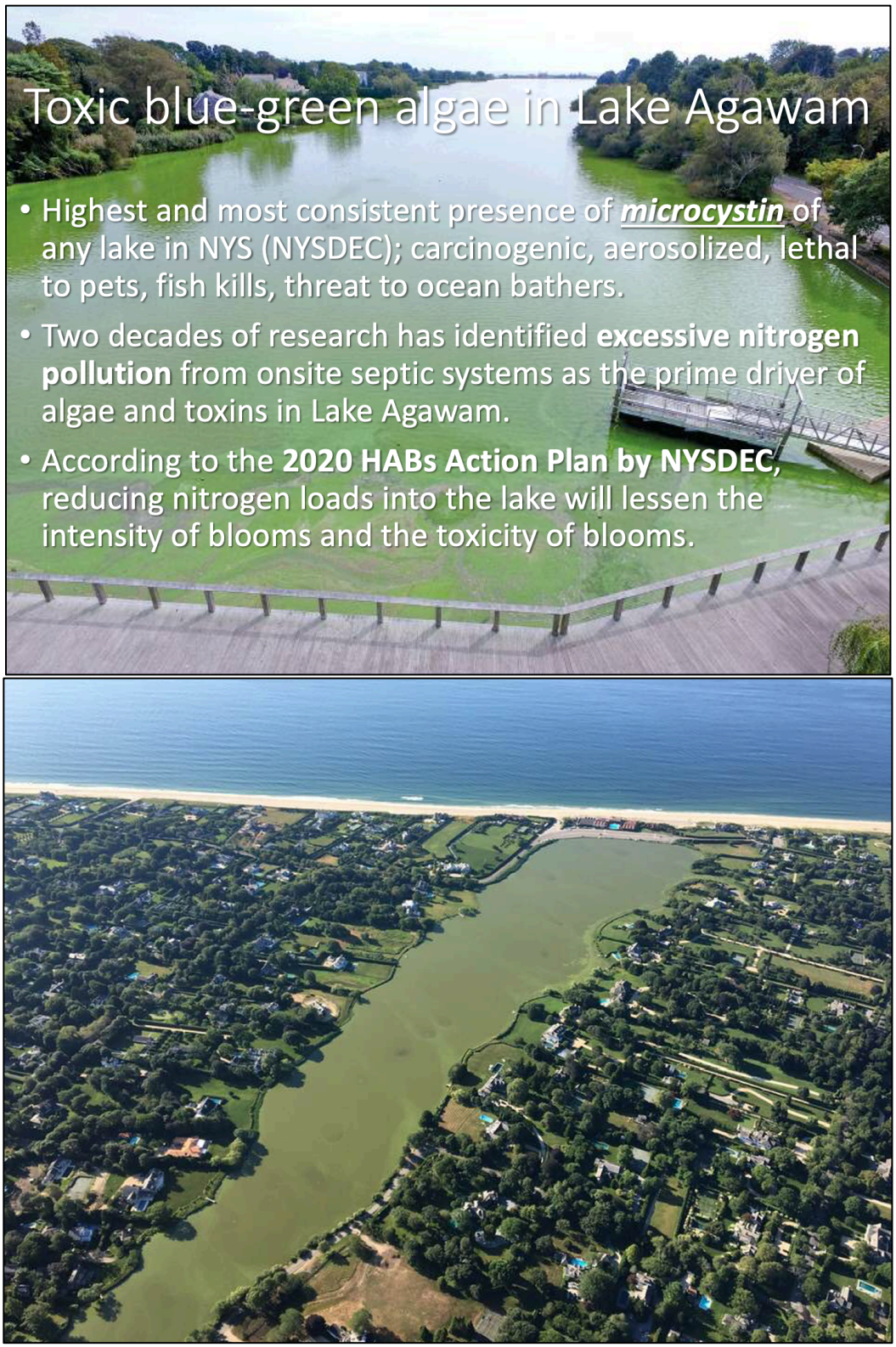
The Lake Agawam Harmful Algal Bloom Action Plan,[5] adopted April 2020, documents the historic frequency and severity of Harmful Algal Blooms (HABs) from 2013-2019:

Year	Earliest Sample Date	Latest Sample Date	Average of BGA Chlorophyll	Average of microcystin	Number of Confirmed	Number of Confirmed with High Toxins
2013	7/15/2013	10/8/2013	48	15	6	3
2014	5/28/2014	10/14/2014	52	14	15	3
2015	5/3/2015	10/22/2015	218	56	15	8
2016	4/27/2016	1/5/2017	1770	150	17	11
2017	5/8/2017	12/26/2017	270	70	15	17
2018	5/7/2018	10/16/2018	4492	316	7	17
2019	6/17/19	10/30/19	1086	1090	18	18

In 2020, the NYSDEC recorded 28 reports of HABs between May 22 and November 11, the highest annual count to date.[6]

The following photos depict existing conditions of the lake.

[5] https://www.dec.ny.gov/docs/water_pdf/habapagawam.pdf
[6] https://www.dec.ny.gov/docs/water_pdf/habsarchive2020.pdf



Lake Agawam. Source: Dr. Christopher Gobler.

Village Sewer System Planning

Southampton Village Center Zoning & Architectural Design Guidelines (2013)[7]*.* Following completion of the community-engaged planning process conducted for the *Village Center Vision Plan* in 2009[8], the Village proceeded with zoning code changes that address dimensional regulations in the core downtown VB business district, as well as parking and special exception uses. A typology study provided the basis for conceptual design guidelines that respond to Vision Plan goals and principles, which emphasize preserving the Village's unique historic fabric and promoting environmental sustainability. The zoning changes that were implemented anticipated that sewering would eventually be introduced to the Village, and as a result position the Village to effectively manage build-out when sewering is introduced to the Village.

In addition, the Village initiated a Comprehensive Plan update as of April 2021 which will provide the community an opportunity to revisit the zoning code as relates to sewering, and address any additional updates that may be warranted.

Map and Plan for the Formation of the Inc. Village of Southampton Sewer System (November 2015). Prepared by engineering firm H2M, this was the original map and plan for the Village that identified options for treatment and conveyance to a wastewater treatment facility for the core downtown area, with a service area boundary encompassing 204 tax parcels in the core downtown area. The report validated the importance of removing existing development from onsite systems and introducing centralized sewage treatment infrastructure to protect surface waters, indicating that: "The existing onsite sanitary wastewater disposal systems within the core commercial area are impacted by shallow groundwater and are identified as a contributor to the degradation of Lake Agawam. Establishing a sewer system to collect and treat the sanitary wastewater generated within this core commercial area will help improve the quality of Lake Agawam and the South Shore Estuary." Due to file size, this report is not provided with the application attachments but is available upon request.

Sewer Systems Alternatives Analysis Report for the Village of Southampton (October 2020). This report, prepared under the supervision of the Village Planning Commission, evaluated sewer system treatment options that were not available when the 2015 Map and Plan was prepared. The original treatment plant location identified in the plan is no longer available due to development that has since occurred. In addition to evaluating new sewer system treatment options, this report considered revisions to the proposed 2015 service area boundary to accommodate additional properties, as well as phased implementation to balance financing concerns with water quality improvement goals. This report provided sanitary flow projections for a system boundary encompassing 254 tax lots across 118 acres, and provided cost opinions for treatment options as well as operation and maintenance alternatives for a centralized sewer system. This report is included with the application attachments.

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[7] *Southampton Village Center Zoning & Architectural Design Guidelines. 2013.* Ehrenkrantz Eckstut & Kuhn Architects. https://www.southamptonvillage.org/DocumentCenter/View/302/SH-Village-Center-Zoning-and-Architectural-Design-Guidelines-2013

[8] *Southampton Village Vision Plan.* 2008. Ehrenkrantz Eckstut & Kuhn Architects. https://www.southamptonvillage.org/DocumentCenter/View/205/Southampton-Village-Center-Vision-Plan-2008

Request for Proposals and Qualifications for Engineering Services for the Creation of a Sewer System for the Village of Southampton (March 2021). Building on the 2015 and 2020 reports, Village leadership, inclusive of the Board of Trustees and Planning Commission, have determined that next steps will be to hire a qualified engineering firm to provide the engineering, design, and regulatory expertise required to produce a new Map and Plan for the Village. The RFP is provided with the application attachments.

3b. How the proposed solution addresses the issue in the context of Reduction, Remediation and/or Restoration as per the CPF Water Quality Improvement Project Plan (WQIPP).

The Village will retain a qualified consultant to prepare an updated Map and Plan for the Village of Southampton Sewer System in compliance with the requirements of the New York State Department of Health as well as the NYS Environmental Quality Review Act (SEQRA). The scope of work will address all items required for financing by the New York State Environmental Facilities Corporation (NYSEFC) Clean Water State Revolving Fund (CWSRF).[9]

The project addresses the Reduction element of the WQIPP by supporting the planning and design of a wastewater treatment system that will provide better nitrogen removal performance than existing onsite systems. A number of systems are known to be failing due to shallow groundwater that does not allow for adequate separation from groundwater flows. When implemented, the sewer system will divert nitrogen away from Lake Agawam, thereby improving water quality.

Key aspects of the scope of work are as follows:

1. Provide analyses and feedback regarding two options for a sewage treatment facility:

   Option 1 – Existing Sewage Treatment Plant (STP) at Stony Brook Southampton Hospital – analysis to encompass:

   - Cost for the collection system and connection to the Southampton Hospital STP.
   - Cost of upgrades to the existing STP facility to serve an initial Phase 1 service area which focuses on Main Street and Jobs Lane.
   - Feasibility and cost of expanding the existing STP to accommodate all of the flow in the service area.
   - Annual operating and maintenance costs and how they could be allocated between the Hospital site and the service area.

   Option 2 – New STP

   - Cost for the collection system and for building a new facility
   - Annual operation and maintenance costs for maintaining the new facility

[9] https://www.efc.ny.gov/CWSRFApply

For both options:

a) Advantages and disadvantages of the Village contracting with a private entity for operations versus Suffolk County.
b) Options for financing capital costs and reimbursing annual operating costs. This task is to be completed in collaboration with the Village financial advisory and grant writer.
c) Analysis of the potential to address Village infrastructure in the context of a sewer project. This includes rebuilding parking areas, stormwater management, and burying utilities.

2. Upon selection by the Village of a treatment option the consultant will set forth the costs associated with implementation including tax implications for taxpayers. Services relative to these matters will include:

a) Draft a motion to form a sewer system. The Village Attorney will work with the consulting team providing legal review.
b) Prepare a preliminary environmental assessment form; SEQRA will be performed in accordance with NYSEFC requirements.
c) Confirm the sewer system boundary determination (metes and bounds).
d) Confirm and determine design flows, waste, strengths, discharge limits.
e) Propose size of STP and site plant/leaching area/deep well recharge system.
f) Determine and/or confirm sewer system type. Identify all required infrastructure, connection points, and potential easements required for the district. Provide a layout of sewers and pump stations.
g) Determine capital and annual operating and maintenance costs.
h) Analyze the sewer system type (ad valorem, benefit basis) tax implications.

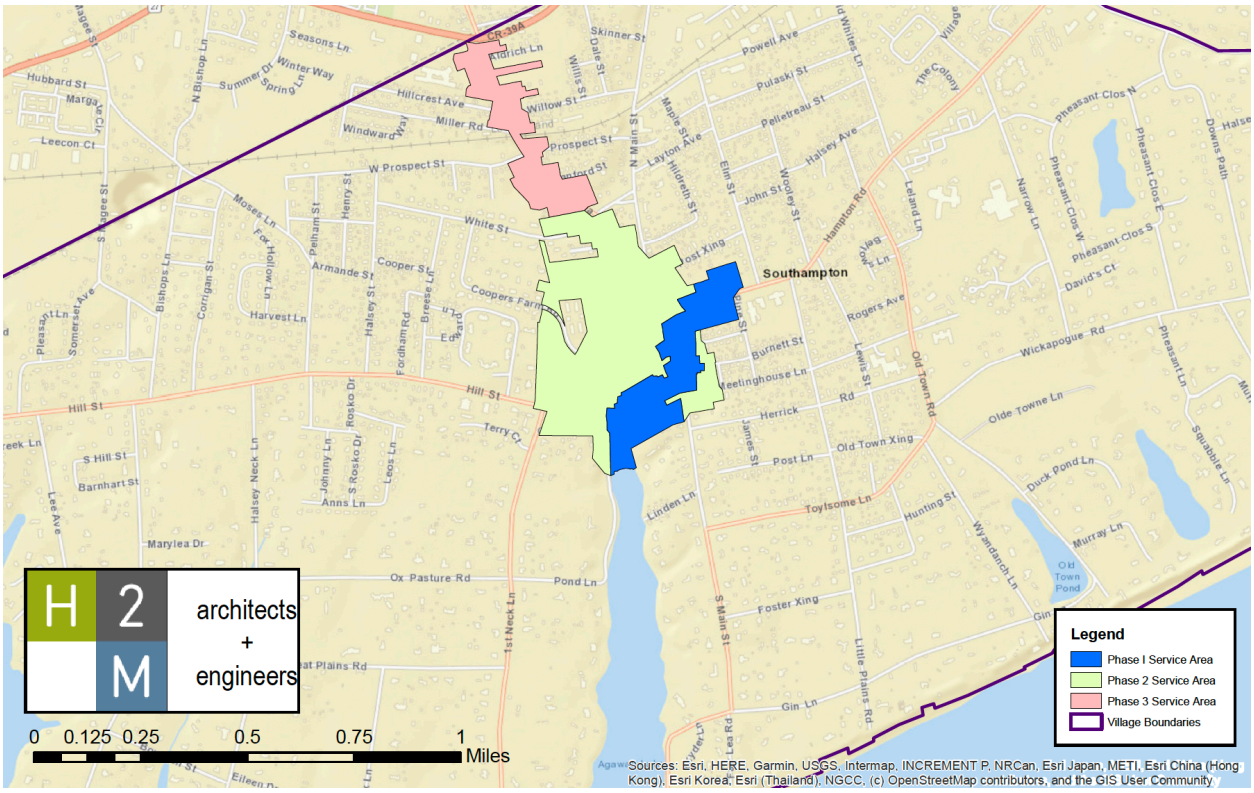
3. SEQRA tasks will include the following:

a) Review all prior studies, reports and memoranda related to the development of a Village sewer system.
b) Review the Village of Southampton Main Street Sewer Study, prepared in October 2020 by H2M.
c) Contact the State Office of Parks, Recreation and Historic Presentation (SHPO) to obtain a letter identifying where there is historic significance to the sites affected by the installation of the proposed sewer system.
d) Prepare an EAF with Supplement including data collection to support the effort and a narrative on specific impacts to be determined in consultation with the Village such as groundwater quality and construction impacts.
e) Respond to comments on the Long Form EAF.
f) Prepare a Negative Declaration for the Village.
g) Attend six meetings with the Sewer Committee organized by the Board of Trustees. Identify charge for additional meetings.
h) Attend two public meetings (or hearings) for the project.

3c. Describe the proposed technology and its demonstrated efficacy in similar settings. May include published data.

The *Sewer Systems Alternatives Analysis Report for the Village of Southampton (October 2020)* prepared by H2M estimated that the proposed sewer system service area, consisting of Phase 1, Phase 2 and Phase 3 areas as shown below, represents existing flows totaling an estimated 141,000 gallons per day (gpd). Removal of these parcels from existing onsite systems will eliminate the flow of effluent into area groundwater, and direct it for treatment at the STP. Please see the report for a detailed description of the analysis.

Treatment options, sewer boundary, as well as project phasing will be confirmed in the Map and Plan, at which point detailed projections as to N removal will be provided. The 2017 report by Dr. Gobler indicated that N removal would be nearly 10,000 lbs. annually.[1]



	Phase 1	Phase 2	Phase 3	Total
Parcel Count (QTY)	115 parcels	108 parcels	31 parcels	254 parcels
Area (acres)	27.4 acres	68.6 acres	21.8 acres	117.8 acres
Flow Projection (SCDHS Criteria)	45,257 GPD	86,672 GPD	9,008 GPD	141,000 GPD*
Existing Flow Density	1,652 gal/ac/day	1,264 gal/ac/day	413 gal/ac/day	**1,197 gal/ac/day**

*Total flow rounded to nearest 1,000 GPD.

3d. How the project supports Town of Southampton, Suffolk County, NYSDEC, Long Island Nitrogen Action Plan (LINAP) or other adopted goals/policies (provide references with pages numbers).

Town of Southampton Water Quality Improvement Project Plan (WQIPP)[10]
The project supports the goals and objectives of this plan as follows:

- In accordance with State Law Chapter 551, a "wastewater treatment improvement project," is a "water quality improvement project" that is eligible for CPF funding. Under the statute, "wastewater treatment improvement project" means "the **planning, design**, construction, acquisition, enlargement, extension, or alteration of a wastewater treatment facility, including alternative systems to a sewage treatment plant or traditional septic system, to treat, neutralize, stabilize, eliminate or partially eliminate sewage or reduce pollutants in treatment facility effluent [emphasis added]." Therefore, the proposed project is eligible for CPF funding.

- The WQIPP quotes the Suffolk County Comprehensive Water Resources Management Plan (2015), which states that, "nitrogen pollution from septic systems has clearly emerged as the most widespread and lease well addressed of the region's growing list of water pollutants." The plan goes on to say that "nitrogen loading to watersheds of Southampton must be reduced in order to restore ecological health and maintain drinking water standards."

- Agawam Lake located in a WQIPP High Priority area (P. 53). See attached map.

NYS DEC Lake Agawam Harmful Algal Bloom Action Plan (2020)[11]
The project is specified as a Priority 1 action in this plan, which identifies three primary factors that contribute to HABS in the lake:

- Nitrogen inputs associated with septic system discharge
- Internal loading of legacy nitrogen from in-lake sediments
- Nonpoint source nutrient inputs from the contributing watershed

The plan was developed by an interagency team and local steering committee that worked cooperatively to identify, assess feasibility and costs, and prioritize both in-lake and watershed management strategies aimed at reducing HABs in Lake Agawam. The team consisted of representatives from the NYSDEC, Town of Southampton, Southampton Village, Lake Agawam Conservancy, consultants, residents and stakeholders. The team developed a list of priority actions intended to address watershed inputs that influence in-lake conditions that support HABs. The plan offers three prioritized project lists. Priority List 1 indicates seven projects that could be accomplished within next 3-5 years. Establishing a sewer system appears on this list as item #6 (p. 34).

[10] https://www.southamptontownny.gov/DocumentCenter/View/7318/Water-Quality-Improvement-Plan-CPF-Referendum-PDF?bidId=
[11] https://www.dec.ny.gov/docs/water_pdf/habapagawam.pdf

Suffolk County Subwatershed Plan[12]
Lake Agawam is discussed as a water body that has experienced freshwater Harmful Algal Blooms (HABs), and is indicated as a Priority 1 subwatershed for nitrogen reduction via wastewater management (p. 2-74).

Suffolk County Water Resources Management Plan[13]
The proposed project supports Nitrogen recommendation 1.15, Seek ways to remediate existing nitrogen pollution and its impacts. Recommendation 1.15.a. continue to implement the Harmful Algal Bloom strategy, which in Southampton Village includes creation of a sewer district.

3e. If project is a Sewage Treatment Plant (STP) or cluster treatment system: Fund allocation request is based on cost for reduction of pre-existing conditions and not for purpose of accommodating new density (describe pre-existing density and associated flow (gallons per day) and total projected nitrogen reduction in narrative). Include detailed information on how many homes the system would treat as well as potential for formation of Sewer District, if required by Suffolk County Health Department or Town Law.

The project will support the existing level of development and is not for the purpose of accommodating new density. *The Southampton Village Center Zoning & Architectural Design Guidelines (2013)*[7] were prepared in anticipation that sewering would be introduced to the Village central business district (VB District) at some time in the future. The zoning changes provided dimensional and parking restrictions to ensure that future development or redevelopment will fit in and be appropriate to the Village's building and architectural traditions.

The sewer system will enable existing businesses to repurpose their spaces for increased wet uses (e.g. restaurants). Limitations of wet uses due to inadequate capacity of onsite systems has been a longstanding concern and an inhibiting factor on the economic sustainability of the downtown area. However these optimized uses do not constitute new density.

The number of parcels to be included in the sewer system is indicated in the response to item 3c. Sewer district formation is a key objective of the Map and Plan and will be required before the Village can secure financing for construction.

4a. Identify Nitrogen, Pathogen or Pollutant of Concern (POC) including Existing Condition and Target Reduction.

Nitrogen is the primary pollutant of concern. The 2017 report by Dr. Gobler indicated that N removal would be nearly 10,000 lbs. annually.[1] Reduction estimates will be developed as part of the engineer's scope of work for the Map and Plan, by which time the sewer system boundary, treatment option, and phasing will be confirmed.

[12] https://suffolkcountyny.gov/Portals/0/formsdocs/planning/CEQ/2020/RevisedComplete%20SWP2-21-20.pdf
[13] https://www.suffolkcountyny.gov/Portals/0/FormsDocs/Health/EnvironmentalQuality/ComprehensiveWaterResourceManagementPlan/Section%209%20Plan%20Implementation.pdf

4b. Describe plans for collecting and reporting on water quality over time.

The Village will continue to partner with the Stony Brook Center for Clean Water Technology and NYSDEC to perform monitoring of Lake Agawam.

4c. Indicate useful life of proposed technology (must meet or exceed five years).

This project is for development of a map and plan and associated engineering design services required for formation of a Village sewer system. The useful life of a sewer system meets or exceeds the CPF five-year requirement. The design life for non-mechanical infrastructure (i.e. pipes, manholes, concrete, etc.) is based on a 50-year useful life cycle and the design life for the mechanical components (i.e. pumps, motors, electrical systems) is typically based on a 20-year useful life cycle. However, there are instances when specific mechanical components have expected useful life that is either shorter or longer than the typical 20-year period.

5. COST FACTORS

5a. Explain how you have confirmed that the proposed budget is reasonable, appropriate and necessary. If available, provide third party estimates or other documentation of how costs were determined.

The Village has conducted a competitive bid process in order to ensure that project budget is reasonable, appropriate and necessary. Steps taken to date are as follows:

- The Village issued the *Request for Proposals and Qualifications for Engineering Services for the Creation of a Sewer System for the Village of Southampton* on March 23, 2021 with proposals due April 26, 2021.
- Six proposals were received. The Village Sewer Committee has conducted a qualifications-based review of all proposals and established a shortlist of three firms that are scheduled to interview with the Village on May 21, 2021.
- The RFP provided clarity to bidders as to the expected deliverables and contained no extraneous tasks.
- The analyses and data contained in the 2015 Map and Plan and 2020 Engineering Report are available for this Map and Plan update, which means that no prior work will be duplicated.
- The consultant contract will include clear deliverables tied to remuneration, which will allow the Village to ensure that no extraneous or excessive charges will occur.
- Project oversight will be managed by Charlene Kagel-Betts, Village Administrator, who will review all invoices to verify charges are reasonable and appropriate and aligned with the scope of the consultant agreement.

The budget included with this proposal is preliminary and based on the highest of the three shortlisted proposals. A supplemental response will be provided to the Town of Southampton CPF following final consultant selection, which is expected to occur at the Village Board meeting on May 25, 2021. The supplemental response will provide a final budget, EAF, resolution authorizing a contract with the selected consultant, and the winning firm's proposal. The budget provided with

this submittal will not be increased in the supplemental request; it will either stay the same or be lower, depending on the outcome of interviews with the shortlisted firms.

5b. Describe any matching funds to be provided.

The following Village investments totaling $171,000 are offered as matching share to this project:

- 2015 *Map and Plan* prepared by H2M: $65,000.
- 2020 Engineering Report, *Sewer System Alternatives Analysis Report for the Village of Southampton* prepared by H2M: $40,000.
- 2021 Comprehensive Plan to be prepared for the Village by BFJ Planning: $66,000.

The reports prepared by H2M provide the foundation for the current proposed scope of work for development of the Map and Plan. The Comprehensive Plan update process began in April 2021 and will address community vision and goals as well as any additional zoning changes that may be warranted at this time.

5c. Explain: i. Why project cannot proceed and intended benefits cannot be achieved without external funding. ii. if funds are awarded at a lower level than requested, or if there are cost overruns, explain how the project will proceed.

In addition to planning for formation of a sewer system, the Village has invested substantial funding to complete numerous stormwater remediation and other water quality improvement initiatives over the past 10+ years. Becase its funding needs far outweigh available local resources, the Village has attempted to leverage SCWQPRP, Community Preservation Fund (CPF), NYS, local, and other sources whenever possible. If funds are not awarded by CPF, or are awarded at a lower level than requested, the project may be delayed while funding is identified.

6. MANAGEMENT, EXPERIENCE, ABILITY

6a. Describe applicant's experience in completing similar projects.

Village Administrator Charlene Kagel-Betts, CPA has more than 20 years of experience in municipal finance, and before joining the Village in 2020, worked as Chief Internal Auditor for East Hampton Town, served as the Southampton Town comptroller, and was chief fiscal officer for the Town of Brookhaven. She began her career as an agent for the Internal Revenue Service in New York City, before going into public accounting and government auditing. Leveraging her depth of experience in municipal management and finance, Ms. Kagel-Betts will oversee deliverables and manage the contract with the selected consultant.

Paul Travis is the former Chair of the Southampton Village Planning Commission, and has recently transitioned to a volunteer position as chair the Village Sewer Committee. He will oversee the consultant's work and act as liaison with Village boards and community stakeholders. As a village resident with deep experience and credentials in real estate, public policy and political science, Mr. Travis is well suited to this role. He is the founder and Managing Partner of Washington Square Partners, and over the years has worked with corporations, non-profit institutions and government

entities to reconfigure real estate assets and solve land use issues. Since its inception, the firm has been responsible for several major redevelopment initiatives such as Moynihan Station, New York Historical Society, Downtown Brooklyn Redevelopment, Cooper Union, Theatre Row, New York Methodist Hospital and 400 Fifth Avenue. He is also a member of the Urban Land Institute, the oldest and largest network of cross-disciplinary real estate and land use experts in the world.

The Southampton Village Sewer Committee was established by the Village Board of Trustees in February 2021 for the specific purpose of planning and establishing a sewer district in the Village. It is comprised of the Village Administrator and Village residents with relevant financial, legal and land use expertise. The committee will work with the selected consultant and hold regular meetings to advance the project in a timely manner.

The Village has successfully administered several prior CPF, Suffolk County and New York State grant awards in compliance with grantor requirements.

With regard to planning initiatives, the Village successfully delivered both the 2009 Vision Plan and 2013 *Southampton Village Center Zoning & Architectural Design Guidelines*. The 2015 and 2020 engineering reports were completed under the management of the Village Department of Public Works and Planning Commission.

6b. Describe community support or opposition to project. If there is opposition, explain how this is to be addressed.

The Village community is supportive of projects that will improve the health of Lake Agawam and lead to HAB reduction. No opposition has been noted to date.

The Village has continually engaged the community in the sewer planning process. The Planning Commission held multiple public meetings and hearings in 2019 and 2020 relating to commissioning the H2M engineering report and presenting the findings in October 2020.

The Village will continue to engage residents moving forward. Sewer Committee Chair Paul Travis is scheduled to discuss the sewer project at the Village Board meeting on May 25, 2021 when consultant selection is to be finalized by the Board. Additional opportunities for public input will be provided at Village Board meetings and public meetings to be held in connection with the Comprehensive Plan. Community concerns will be heard, and responses provided as appropriate.

6c. Describe any permits needed and time frame/status of approvals. If permits are approved, indicate same.

No permits are required to complete the Map and Plan.

The scope of work for the Map and Plan will include required SEQRA activities as a prerequisite to sewer district formation.

7. MAINTENANCE, MONITORING, EVALUATION

Estimate ongoing maintenance costs and explain how these will be supported. Explain stewardship and monitoring activities planned for ensuring sustainability of the project.

An operation and maintenance plan will be provided as an element of the Map and Plan.

8. DURATION OF PROJECT

8a. Provide a projected project timeline.

The Map and Plan process will begin upon notice of award from the Town of Southampton CPF and is expected to be completed within one year.

8b. If project is multi-year or phased, provide a breakdown of budget and milestones for each year and phase.

N/A

Town of Southampton CPF Water Quality Improvement Project Plan

VILLAGE OF SOUTHAMPTON

Agawam Lake

High Priority Area
Medium Priority Area
NYS DEC 303d Impaired Waterbodies (2014)
Protected/ Public Parcels

0 1,850 3,700 7,400 Feet

SHV 17

Prepared By:The Town of Southampton Dept of Geographic Information Systems Date: 7/5/2016 - MAP ID: 2514

Village of Southampton

23 MAIN STREET
SOUTHAMPTON, NEW YORK 11968-4899

Phone: (631) 283-0247
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Website: www.southamptonvillage.org

Resolution
2021-19

Information: Approve the 2021 Town of Southampton Community Preservation Fund Water Quality Improvement Program application to support estimated project costs associated with preparation of a Map and Plan for the creation of a sewer system.

Department:	Village Hall	**Sponsors:**	
Category:	Resolutions	**Functions:**	

Financial Impact

Body

RESOLVED, that the Village of Southampton hereby authorizes the Mayor or his designee to execute any and all documents pertaining to the 2021 Town of Southampton Community Preservation Fund Water Quality Improvement Program application to support estimated project costs associated with preparation of a Map and Plan for the creation of a sewer system.

Voting

Motioned: Mayor Warren
Seconded: Trustee Parash
All in favor: Mayor Warren, Trustee Arresta, Trustee McLoughlin, Trustee Parash, Trustee Pilaro.
Y: Five
N: None
A: None
N/A:

Certified By:

Charlene G. Kagel-Betts CPA, CGMA

Administrator, Village of Southampton

ENGINEERING REPORT

Sewer System Alternatives Analysis Report for the Village of Southampton

23 Main Street
Southampton, New York 11968

H2M Project No.
SHBV 2001

OCTOBER 2020

Prepared for:

Village of Southampton
23 Main Street
Southampton, New York 11968

Prepared by:

H2M architects + engineers
538 Broad Hollow Road, 4th Floor East
Melville, New York 11747

H 2 M architects + engineers

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FIGURES

1.0 BACKGROUND

This report has been prepared for the Inc. Village of Southampton (Village) under the supervision of the Village Planning Commission (Planning Commission) to evaluate sewer system treatment options that were not available when the *Map and Plan for the Formation of the Inc. Village of Southampton Sewer System*, dated November 2015 (2015 Map and Plan), was prepared by H2M architects + engineers (H2M). The original treatment plant location identified in the 2015 Map and Plan is no longer available due to development that has since occurred on the Village of Southampton Police Department Justice Center property off Windmill Lane. In addition to evaluating new sewer system treatment options, this report also considers revisions to the original service area boundary to accommodate some additional properties that were not originally included as well as a phased implementation to lower initial project costs. The phased implementation order is prioritized based on wastewater flow density beginning with the highest flow density area first.

1.1 Sewer System Service Area Description

The overall sewer system boundary will encompass all parcels located within the Village as originally contemplated in the 2015 Map and Plan. Refer to **Figure 1** for an overview map of the proposed sewer system boundary. The proposed sewer system service area will still include properties that align with the area of the Village that has been identified in several prior studies as a significant contributor to the degradation of water quality within Lake Agawam[1]. The proposed sewer system service area will include 254 tax lots across 118 acres, which have been strategically divided into three (3) separate subset areas to allow the Village to implement the sewer system in phases to accommodate logistical and financial constraints as well as developmental changes that may occur over time while maximizing the desired benefits for end-user(s). The three (3) subsets of the overall service area have been defined as Phase 1, Phase 2, and Phase 3, which represent the order in which each area would be implemented beginning with Phase 1.

The implementation sequence of the phases aligns directly with the significance of the impact each area has on the local water quality based on existing and projected sanitary wastewater flow densities. The Phase 1 service area is comprised of 115 parcels across 27.4 contiguous acres located along Hampton Road, Main Street and Jobs Lane. The Phase 2 service area is comprised of 108 parcels across 68.6 contiguous acres which, when combined with the Phase 1 service area, align with the service area extent identified in the 2015 Map and Plan. The Phase 3 service area is comprised of 31 parcels across 21.8 contiguous acres that abut North Sea Road from the northern boundary of the Phase 2 service area to the intersection of North Sea Road and County Road 39. Refer to **Figure 2** for an overview map of the service area boundaries for all three (3) phases.

1.2 Sanitary Flow Projections

Sanitary wastewater flow projections are necessary to determine size and capacity of sewer system infrastructure required to accommodate flow from a defined service area. There are several different recognized methods that can be used to project sanitary wastewater flow for a given area. As cited in an industry textbook - “Commercial wastewater flow rates are generally expressed in gal/acre/day and are based on existing water use records for developed properties or estimated flows for future development based on anticipated zoning. Comparative data from similar areas could also be used to estimate hydraulic loadings.”

[1] Studies include, Nelson, Pope & Voorhis, LLC. Comprehensive Management Plan for Lake Agawam. June 2009, Prepared for the Village of Southampton, Village Board of Trustees. The Suffolk County Comprehensive Water Resources Management Plan. 2015, prepared as a joint effort between Suffolk County Department of Health Services, Suffolk County Department of Public Works, Suffolk County Department of Economic Development and Planning, Suffolk County Water Authority and CDM-Smith. Dr. Christopher J. Gobler, PhD. Quantifying Nitrogen Loading to from Southampton Village to Surrounding Water Bodies and their Mitigation by Creating a Sewer District. 2017.

In areas that are already developed, where significant changes of use are not expected, existing water usage records can be used to project wastewater generation rates. In areas where development is expected to occur and/or where land use and build-out are known, density loading rates and design sewage flow rates stipulated by the local regulatory agency are typically used to project wastewater flows. Since existing build-out is known and some change of use is expected, following the availability of sanitary infrastructure, wastewater generation rates for the existing build-out within the Phase 1, Phase 2, and Phase 3 service areas are projected based on Suffolk County Department of Health Services (SCDHS) design flow criteria and flows from future build-out/change of use are projected using comparative data.

1.2.1 Existing Build-out

The existing build-out within the extents of the proposed sewer system service area (i.e. Phase 1, Phase 2 and Phase 3) have been tabulated based on criteria obtained from online available real estate data, building dimensions estimated from New York State ortho-imagery, and field reconnaissance. Specific attributes for each parcel were correlated to the corresponding SCDHS design flow criteria and tabulated in a spreadsheet to calculate the average daily flow (ADF). The ADF for each parcel was summed by phase and equated to a total ADF for the existing build-out within Phase 1, Phase 2, and Phase 3 of 141,000 gallons per day (GPD). Refer to **Table 1** for the summary of the existing build-out flow.

Table 1 – Existing Build-Out Sanitary Flow Summary

	Phase 1	Phase 2	Phase 3	Total
Parcel Count (QTY)	115 parcels	108 parcels	31 parcels	254 parcels
Area (acres)	27.4 acres	68.6 acres	21.8 acres	117.8 acres
Flow Projection (SCDHS Criteria)	45,257 GPD	86,672 GPD	9,008 GPD	141,000 GPD*
Existing Flow Density	1,652 gal/ac/day	1,264 gal/ac/day	413 gal/ac/day	**1,197 gal/ac/day**

*Total flow rounded to nearest 1,000 GPD.

The sanitary flow density for the existing build-out within the Phase 1, Phase 2, and Phase 3 service areas is 1,197 gal/acre/day (i.e. 141,000 gpd ÷ 117.8 acres). The existing flow densities for each phase exceed the Suffolk County Sanitary Code limitations that govern the service area under Groundwater Management Zone IV and V, which limit density to 600 gal/acre/day and 300 gal/acre/day, respectively.

1.2.2 Proposed Future Build-out

To account for potential development and changes of use that can occur following the availability of sanitary infrastructure, future build-out was based on comparative data obtained from three existing Business Districts that have realized their development potential due to the availability of sanitary sewer infrastructure. The three (3) comparative areas that have been used to project future sanitary flows are listed below with their respective flow:

- Lindenhurst – 2,229 gal/acre/day
- Bay Shore – 3,656 gal/acre/day
- Patchogue Village – 4,228 gal/acre/day

Since future development plans for properties within the proposed service area are not clear, the average flow density for the above listed comparative areas (i.e. 3,371 gal/acre/day) was used to project future sanitary flow in the Phase 1 service area assuming the Main Street corridor within the Village of Southampton would be the focal point for future development. Applying the average flow density criteria

across the 27.4 acres that comprise the Phase 1 service area equates to a projected build-out flow equal to 92,365 GPD (i.e. 3,371 gal/acre/day × 27.4 acres). The projected build-out flow for the Phase 1 service area equates to a 204.3% flow increase factor. To not detract from focused development within the Phase 1 service area, it has been assumed that the Phase 2 and Phase 3 service areas would realize the same 204.3% flow increase factor from development as Phase 1, but not the same density. Refer to **Table 2** for the projected future build-out flow summary for each phase of the proposed service area.

Table 2 – Projected Future Build-Out Flow Summary

	Phase 1	Phase 2	Phase 3	Total
Parcel Count (QTY)	115 parcels	108 parcels	31 parcels	254 parcels
Area (acres)	27.4 acres	68.6 acres	21.8 acres	117.8 acres
Flow Projection (SCDHS Criteria)	45,257 GPD	86,672 GPD	9,008 GPD	141,000 GPD*
Flow Increase Factor	204.3%	204.3%	204.3%	204.3%
Projected Flow	92,365 GPD	176,890 GPD	18,385 GPD	288,000 GPD*
Projected Flow Density	3,371 gal/ac/day	2,579 gal/ac/day	843 gal/ac/day	2,445 gal/ac/day

*Total flow rounded to nearest 1,000 GPD.

Based on the methodology previously described the average sanitary flow density for the projected build-out across the Phase 1, Phase 2 and Phase 3 service areas is equal to 2,445 gal/acre/day. This analysis represents a total flow increase of 147,000 GPD (i.e. 288,000 GPD – 141,000 GPD) over the existing ADF, which can be equated to an additional 653 apartments between 601-1,200 sq. ft. gross floor area (i.e. 147,000 GPD ÷ 225 GPD/apartment) or an additional 4,900 full service restaurant seats (e.g. 147,000 GPD ÷ 30 GPD/seat).

2.0 TREATMENT SYSTEM OPTIONS

2.1 Introduction to Treatment System Options

To accommodate projected change of use and/or future development within the Phase 1, Phase 2, and Phase 3 service area boundaries, sanitary treatment will be necessary in accordance with the regulatory requirements of SCDHS. Continued use of existing conventional onsite wastewater disposal systems will not be permitted. Currently SCDHS allows for several different treatment options, all of which are dependent on the specific application. These treatment options include Innovative Alternative Onsite Wastewater Treatment Systems (OWTS) and community sewerage systems. Restrictions associated with both I/A OWTS and community sewerage systems are identified in Article 6 of the Suffolk County Sanitary Code. Design requirements for I/A OWTS and community sewerage systems are defined by SCDHS Division of Environmental Quality in their Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other Than Single-Family Residences (SCDHS Standards).

Article 6 permits the use of I/A OWTS for properties that will have no increase in current density load that has been established by a previous approval issued either by the SCDHS Division of Environmental Quality, or SCDHS Division of Public Health for temporary residences or food establishments, or Town or Village approvals, which were granted prior to January 1, 1981 and which also met the requirements of SCDHS at that time. When the conditions restricting the use of I/A OWTS cannot be met, a community sewerage system method of sewage disposal is required. Typical community sewerage systems are comprised of conventional collection, conveyance, and treatment infrastructure common to the

infrastructure used to realize the build-out examples of Lindenhurst, Bay Shore and Patchogue Village, which were referenced in Section 1.2.2 of this report.

Restrictions on future development and/or change of use have deemed I/A OWTS not applicable for servicing properties located within the Phase 1, Phase 2, and Phase 3 service areas. For this reason, the Village must consider a community sewerage system. Since the sanitary flow projections for both existing and future build-out scenarios exceed 15,000 GPD, the Village will be required to either connect to an existing treatment system (i.e. Option #1) or construct a new treatment system (i.e. Option #2) that meets both SCDHS Standards and the GLUMBR "Recommended Standards for Sewage Works" (Ten States Standards).

Sanitary flow generated within the Phase 1, Phase 2 and Phase 3 service areas will require collection and conveyance infrastructure to transport the sanitary wastewater flow to the treatment system option selected by the Village. For purposes of this report, a conceptual collection and conveyance system layout has been identified for the initial build-out plan for the sewer system, which includes the Phase 1 service area only. Collection and conveyance infrastructure layouts for the future Phase 2 and Phase 3 build-out plans have not been identified at this time.

The Phase 1 service area collection and conveyance infrastructure will utilize gravity sewers and a single pumping station. To minimize disruption to roadways and local business operations, the proposed gravity sewers will be routed adjacent to the rear of each building within the service area to avoid the need for internal building plumbing revisions since the existing onsite disposal systems are currently located at the rear of each property. This proposed layout would result in two parallel gravity sewer mains to pick-up flow from properties located on each side of the road. The proposed gravity sewers will follow the natural slopes of the terrain and will generally drain flow within the service area from north to south. The gravity sewer system would discharge to a pump station located at the southernmost extent of the service area. Refer to **Figure 3** for a map that depicts the proposed sewer routing and pump station location for the Phase 1 service area.

2.1.1 Option #1: Village Connection to an Existing STP

To identify options for connecting to an existing treatment system, H2M located all existing treatment facilities within a 5-mile radius of the Phase 1, Phase 2, and Phase 3 service area boundary. A total of four (4) existing treatment facilities were identified and are summarized in **Table 3** below.

Table 3 – Existing Treatment Facilities within 5-mile buffer of proposed service area

SPDES Permit No.	Facility Name	Ownership (Private/Public)	Permitted Capacity (GPD)	Distance to Service Area
NY0254941	Courtyards at Southampton	Private	15,000 GPD	2.64 miles
NY0253138	Hampton Rehab Center (Payton Lane)	Private	45,000 GPD	0.84 miles
NY0179213	Southampton Commons	Private	40,000 GPD	1.58 miles
NY0065374	Southampton Hospital	Private	105,000 GPD	0.75 miles

Following a preliminary assessment of each existing facility, it was determined that only the Southampton Hospital be considered as a potential option for the Village to connect due to its close proximity to the service area and available capacity to accommodate the existing flow projection from Phase 1. Available capacity at the Southampton Hospital sewage treatment plant (STP) was confirmed in a study performed

by R&M Engineering to be 62,204 GPD[2]. Therefore, the existing Southampton Hospital STP would be able to accommodate the Phase 1 existing build-out and still have 16,947 GPD of additional capacity to accommodate projected future build-out from change of use (e.g. 62,204 GPD – 45,257 GPD). Although the existing build-out of the Phase 1 service area can be accommodated, the Southampton Hospital STP cannot accommodate additional flow projected from the Phase 2 and Phase 3 service areas as well as the full projected build-out potential of the Phase 1 service area. To accommodate the additional flow from the full build-out of the Phase 1 service area and future connection of the Phase 2 and Phase 3 service areas the Village would need to site and construct a new treatment plant.

Furthermore, the Village will be required to enter a Suffolk County Sewer Agency (SCSA) agreement with the owner of the Southampton Hospital STP as a stipulation to make their connection. Additionally, since the Village is a municipality seeking to connect to a privately owned and operated STP, the SCSA would also require the owner of the STP to adhere to New York State Transportation Corporations Law to guarantee the satisfactory operation and maintenance of flows being treated by the STP infrastructure. Further legal analysis must be performed to determine all requirements associated with this statute of the law.

2.1.2 Option #2: Village Construction of a new STP

To site and construct a new treatment facility, adequate land area must be available to accommodate treatment process tanks and equipment, effluent disposal facilities, future expansion area, required buffer distance from property lines and setbacks from environmentally sensitive receptors. Determination of land area requirements is dependent upon the capacity and discharge requirements for the treatment facility. For purposes of this preliminary analysis, H2M has assumed the treatment facility process tanks and equipment will be located inside of a building and be designed to discharge effluent nitrogen concentrations less than 10 mg/L via subsurface leaching pools. The treatment capacity used to determine land area requirements is the total projected build-out flow for the Phase 1, Phase 2, and Phase 3 service areas equal to 272,000 GPD, which will require a minimum land area of 5 acres.

To identify available lot locations to site and construct a new treatment plant, H2M located all vacant municipally owned parcels within a 5-mile radius of the Phase 1, Phase 2, and Phase 3 service area boundaries. The vacant parcels were filtered further to eliminate parcels that did not meet the following criteria:

- Parcels less than 5-acres in area and whose lot geometry cannot accommodate treatment facility siting when considering setback/buffer requirements.
- Parcels whose development rights have been purchased and have been eliminated from future development potential.
- Parcels located within 200 linear feet of a public well field.

It was determined, following a review of the vacant parcel inventory with the Planning Commission, that the two (2) contiguous tax lots listed below be selected as the preferred site to construct a new STP for the Village.

SCTM No.	Owner Name	Acreage (ac.)
0900159000100010003	Southampton Fire District	1.97 ac.
0900159000100018000	Southampton Cemetery Association	3.03 ac.

[2] R&M Engineering. Engineering Report for Evaluation of Southampton Hospital Existing Sewage Treatment Plant Capacity. August 5, 2020.

The above listed parcels have been evaluated and identified to be suitable to construct a treatment facility capable of accommodating the projected future build-out flow of 272,000 GPD from Phase 1, Phase 2, and Phase 3 service areas. It is recommended that the Village consider a design for the STP that can accommodate modular expansion that aligns with the phased implementation plan.

3.0 COST OPINION FOR TREATMENT OPTIONS

3.1 Capital Construction Costs

Capital construction costs associated with the Phase 1 service area build-out have been developed for both treatment options. The cost opinions associated with the Phase 1 build-out are conceptual and intended to provide a basis for comparison between both treatment options. The cost opinions are based on assumptions relating to final scope of design including but not limited to unknown subsurface conditions, unknown easement acquisition costs, and market volatility as it pertains to inflation, public bidding environment, and unknown delays in the project schedule related to funding and municipal and regulatory approvals.

The construction cost opinions for each sewer system treatment option include the gravity sewer mains, pump station, force main and treatment facility. **Table 4** summarizes the capital construction cost opinion for the Phase 1 service area. These costs do not reflect the additional infrastructure that would be required to accommodate the Phase 2 and Phase 3 service areas. The cost opinion has been itemized to identify break out total costs associated with the gravity sewers, pump station, force main and treatment facility for each option.

The line item costs presented in **Table 4** depict present-day value (i.e. 2020). These costs would need to be re-evaluated during the preparation of a Map and Plan should the Village decide to move forward with one of the sewer system treatment options.

Table 4 – Capital Construction Cost Comparison Table

Construction Item	Option #1 Cost ($)	Option #2 Cost ($)
Gravity Sewers	$5,840,000	$5,840,000
Pump Station	$1,300,000	$1,300,000
Force Main	$1,760,000	$2,880,000
Treatment Facility	$1,090,000*	$9,750,000
Total . . .	$9,990,000	$19,770,000

*Line item costs associated with improvements that would be required at the existing Southampton Hospital STP per the preliminary recommendations identified in the Engineering Report for Evaluation of Southampton Hospital Existing Sewage Treatment Plant Capacity, prepared by R&M Engineering, dated August 5, 2020. H2M has not prepared an evaluation of the condition of the Southampton Hospital STP nor the associated improvement costs provided by R&M Engineering.

3.2 Operation and Maintenance Costs

Costs associated with annual operation and maintenance (O&M) must also be considered when evaluating sewer system treatment options. Three (3) different O&M alternatives that can be considered by the Village include 1) municipally owned, maintained and operated; 2) municipally owned and maintained and contract operated; or 3) privately owned, operated and maintained. The latter of the three

(3) alternatives would require the Village to work with a private utility provider during the planning and implementation process. The first two (2) alternatives would require the Village to implement and manage the sewer system infrastructure with its own forces. Village ownership, implementation and management of the sewer system will provide the ability to control expenses while offering flexibility for future expansion. The sewer system would become a Village asset. Under the alternative where the Village would negotiate a deal with a private utility provider, the Village would realize the benefit of sewers without the control.

The Village must first select a sewer system treatment option before costs associated with each O&M alternative can be identified.

4.0 NEXT STEPS

The Village must confirm the sewer system service area boundaries and select a treatment option and O&M alternative before preparing the Map and Plan required under Article 14, Section 1400 of New York State Law to establish a sewer system. It is recommended that the Village focus the Map and Plan on the Phase 1 service area to keep the project affordable and focused on the highest flow density area within the downtown. Before selecting a treatment option and O&M alternative, the Village must enter discussions with both the Southampton Hospital and the owners of the properties identified for siting an STP. These discussions are critical to confirm the feasibility of each treatment option and O&M alternative. Once the feasibility of each treatment option and O&M alternative has been defined, the Village will need to retain an engineer to prepare the Map and Plan for the formation of the Village sewer system.

Figure 1: Village of Southampton Sewer System Overview Map

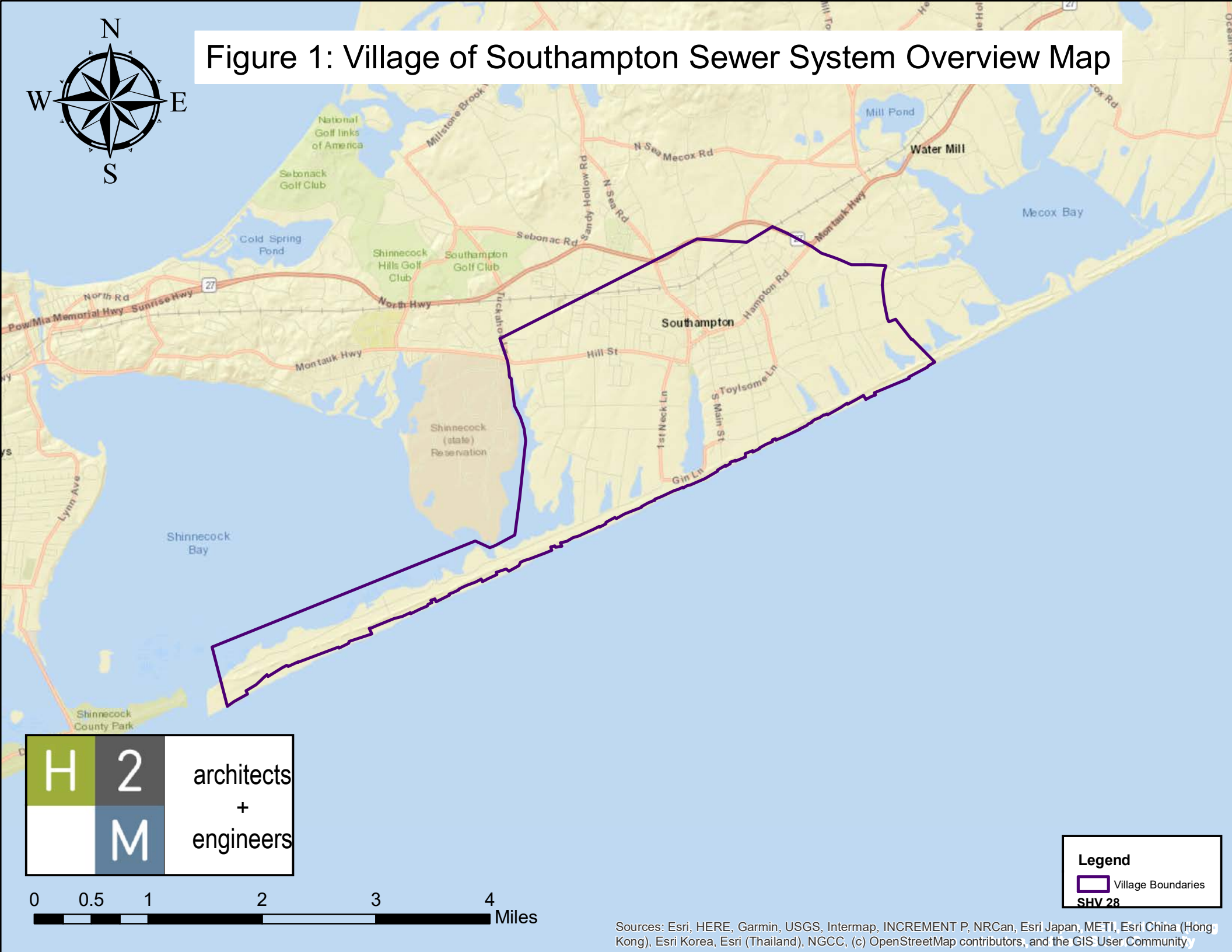


Figure 2: Village of Southampton Sewer System Service Area Overview Map

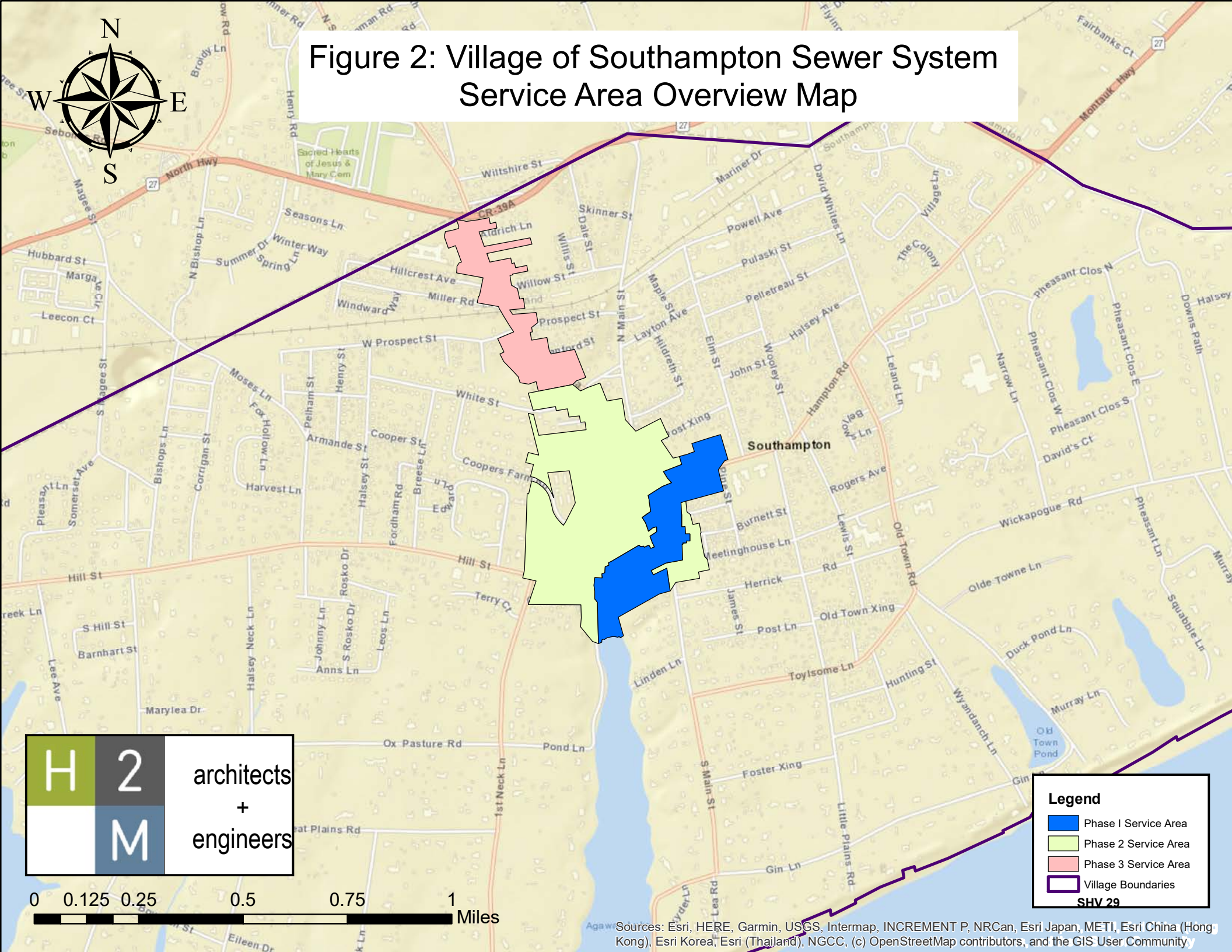
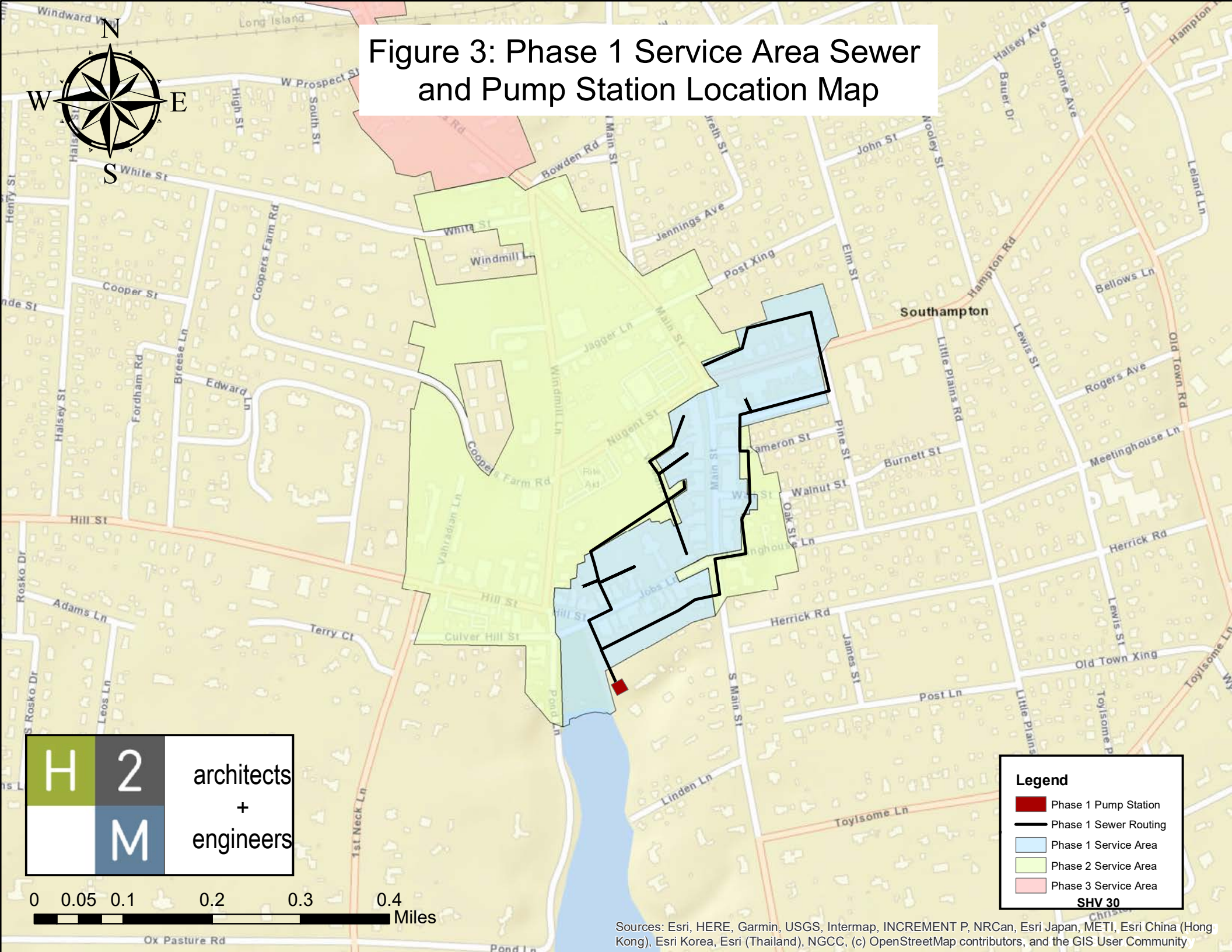
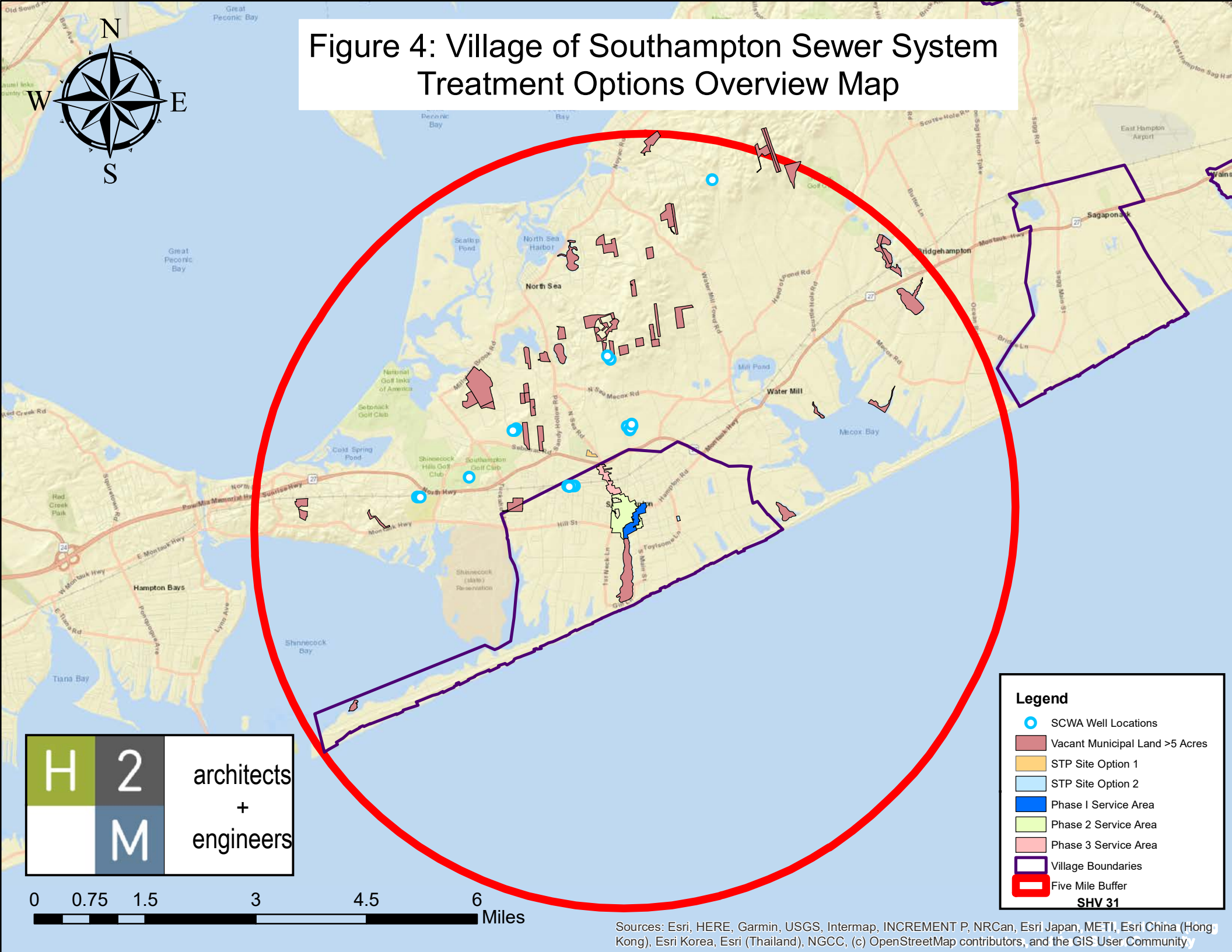


Figure 3: Phase 1 Service Area Sewer and Pump Station Location Map



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Figure 4: Village of Southampton Sewer System Treatment Options Overview Map



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE CREATION OF A SEWER SYSTEM FOR THE VILLAGE OF SOUTHAMPTON

PLEASE TAKE NOTICE that the Village of Southampton is seeking proposals and qualifications for a Consulting Team led by an Engineering Firm to prepare and submit a "Map and Plan" for the creation of a sewer system to service primarily the Village's Main Street Business District and surrounding areas (see Exhibit 1). The sewer system may include the development of a new centralized wastewater collection system and treatment facility. These services will be provided in collaboration with the Village grant writer and the Village Investment Advisor (Munistat) in connection with the funding and financing for this project.

An information package and supplemental documents will be available beginning on Friday March 26, 2021 at Village Hall, 23 Main St, Southampton, NY 11968 between 9:00 A.M. and 4:00 P.M., Monday through Friday. Information will also be available online at http://southamptonvillage.org

Proposals and Qualifications are due by Monday April 26, 2021 at 4:00 pm and must be submitted in a sealed envelope addressed to the "Village of Southampton Main Street Business District Wastewater Collection System RFP/RFQ", c/o Charlene Kagel-Betts, Village Administrator, Village of Southampton, 23 Main Street, Southampton, NY 11968. A Non-collusive certification required by Section 103(d) of the General Municipal Law shall be submitted with each proposal.

The Board of Trustees of the Village of Southampton will review and reserves the right to reject any and all proposals submitted to it. Each proposal shall contain the business address to which notice of acceptance may be sent. All proposals must be signed in ink.

DATED: March 23,2021

BY: Order of the Board of Trustees
Village of Southampton

BY: Charlene Kagel-Betts CPA, Village Administrator

Project Background

The Board of Trustees (the "Village Board") of the Village of Southampton (hereinafter the "Village") has made it a priority to address existing sanitary flow limitations of the Village. Not only has the water quality of Lake Agawam been negatively impacted, but the current sanitary flow limitations prevent the diversification and the expansion of business within the Village's Main Street business center and surrounding areas. The high-water table prevents existing onsite sanitary disposal systems from functioning properly and also inhibits property owners from installing new onsite disposal systems in accordance with current regulations. The shallow depth to the water table reduces the available capacity within existing leaching pools resulting in the need for costly pump out services to prevent wastewater back-up and/or overflows. It also creates a direct pathway for untreated sanitary wastewater to enter the environment, posing a potential threat to public health.

An important step in improving water quality is to create a Village sewer system. The Planning Commission, on behalf of the Trustees, has been researching potential methods for addressing wastewater issues. Several Public Hearings were held in 2014-5 and 2019-20. In 2015, a draft Map and Plan was prepared. It included a site for a central treatment plant (no longer available) and a proposed service area that is similar to the area now being considered.

Recently, the Planning Commission presented to the Trustees a report which determined that a centralized sewer system is the most practical and effective method. The report identified two potential locations. They are an existing STP that currently services Stony Brook Southampton Hospital and a site directly outside the Village's northern border on County Route 39. Other sites may be available.

In February, the Mayor and Trustees appointed a Sewer Committee to oversee the analysis and advise the Trustees. The Sewer Committee, working with the Village Administrator, will be the primary contact for the Consultant.

The Village will explore two options. Option 1 will be to develop a wastewater collection system and connect to the existing STP, and option 2 will be to develop a wastewater collection system and develop its own wastewater treatment facility.

Outline of Services

The Village is seeking a qualified team to lend their experience, qualifications and professional expertise in wastewater planning and project development to assist in the successful formation of the Village of Southampton Sewer System. Based on present regulations, a "Map & Plan" compliant with the requirements of the New York State Department of Health and the requirements of the New York State Environmental Quality Review Act (SEQRA) must be prepared.

New York State Environmental Facilities Corporation (NYSEFC) is a primary potential source of funding for a sewer system. NYSEFC requires a SEQRA determination prior to advancing the project to funding. Consultant should review the attached NYSEFC checklist and include completing all of the items as apart of its work program.

The Village is seeking determination of the following:

- For Option 1, cost for the collection system and connection to the Southampton Hospital STP.
- Cost of upgrades to the existing STP facility to serve an initial Phase 1 service area which focuses on Main Street and Jobs Lane.
- Feasibility and cost of expanding the existing STP to accommodate all of the flow in the service area.
- Annual operating and maintenance costs and how they could be allocated between the Hospital site and the service area.
- For Option 2, cost for the collection system and for the building a new STP facility.
- Annual operation and maintenance costs for maintaining the new facility.

- For both options, advantages and disadvantages of the Village contracting with a private entity for operations versus the County.
- Working with the Village grant writer and investment advisor, presenting options for financing capital costs and reimbursing annual operating costs.
- Analyzing potential to address Village infrastructure in the context of a sewer project. This includes rebuilding parking areas, stormwater retention, and burying utilities.

The "Map & Plan", as noted above, will set forth the costs associated with implementing the entire project and the tax implications for the taxpayers of the sewer system to be used in the formation of the taxing entity. The report will form the basis for enacting a benefit-based or Ad Valorem Sewer District, including the financial analysis required to publish a map and plan pursuant to State law.

Some of the services to be provided are:

1. Draft a motion to form a sewer system. The Village Attorney will work with the consulting team providing legal review.
2. Prepare a preliminary environmental assessment form. SEQRA to be performed in accordance with NYSEFC requirements.
3. Confirm the sewer system boundary determination (metes and bounds)
4. Confirm and determine design flows, waste, strengths, discharge limits
5. Propose size of STP and site plant/leaching area/deep well recharge system
6. Determine and/or confirm sewer system type. Identify all required infrastructure, connection points, and potential easements required for the district. Provide a layout of sewers and pump stations
7. Determine capital and annual operating and maintenance costs
8. Analyze the sewer system type (ad valorem, benefit basis) tax implications

Consulting Engineering firms are encouraged to partner with other firms, as necessary, to include environmental and financial analysis. Previous experience in assisting other local Municipalities and Villages in qualifying for and receiving grants and low-interest loans and their experience with NYSEFC will be considered in evaluating proposals.

SEQRA regulations require that an agency determine whether the action it proposes to directly undertake, fund or approve may have a significant adverse impact on the environment. If it is determined that the action may have a significant adverse impact, that agency must cause an environment impact statement (EIS) to be prepared to evaluate, and when necessary, mitigate those adverse impacts. Since this project is for the formation of a Village sewer system, the Village Board of Trustees is deemed an involved agency. An involved agency is one that has discretionary approval authority over a project and is responsible for conducting a SEQRA review.

As a first step in the environmental review process, the Village Board must "classify" the action. Actions can be Type I, Type II or Unlisted Actions. Generally, Type I actions are more likely to require preparation of an EIS, Type II actions are exempt from SEQRA review, and Unlisted actions are projects which must be evaluated because it is undetermined whether an environmental review will be required. In this instance, this proposal is based on the preliminary assessment that the action will be classified as an Unlisted Action. If the action is an Unlisted Action, the Village Board may conduct an "uncoordinated review", i.e., the Village will be responsible for reviewing the impact of its approval process and any other agency (e.g., Suffolk County) will conduct its own environmental review as part of its approval and permitting process. After the Village Board starts the environmental review process and classifies the action, it must determine whether the project is likely to have a significant adverse impact on the environment. If the Village Board determines that the action will have a significant adverse impact, the Village Board would issue a Positive Declaration and cause an EIS to be prepared. The Village Board will issue a Negative Declaration where no adverse impact is anticipated.

The Village Board relies on the long Environmental Assessment Form (EAF), Parts 1 and 2 to make this determination.

The EAF documents the characteristics of the project and the environmental features that may be affected. For example, the EAF will identify whether the project is located near, or will affect, wetlands or watercourses. Once the Village Board determines that the EAF reasonably reflects the environmental characteristics of the project and its potential impacts, it will decide whether to issue a Negative Declaration or a Positive Declaration. At this time, we anticipate that the Village Board would adopt a Negative Declaration as any needed mitigation measures could be integrated into the design of the sewer system and sewer treatment plant to reduce the potential for environmental impact.

These proposed services should include the tasks developed in the long EAF, Parts 1 and 2, including, but not limited to the following:

1. Review all prior studies, reports and memoranda related to the development of a Village sewer system.
2. Review the Village of Southampton Main Street Sewer Study, prepared in October 2020 by H2M.
3. Contact the State Office of Parks, Recreation and Historic Presentation (SHPO) to obtain a letter identifying where there is historic significance to the sites affected by the installation of the proposed sewer system.
4. Prepare an EAF with Supplement including data collection to support the effort and a narrative on specific impacts to be determined in consultation with the Village such as groundwater quality and construction impacts.
5. Respond to comments on the Long Form EAF.
6. Prepare a Negative Declaration for the Village.
7. Attend six meetings with the Sewer Committee organized by the Board of Trustees. Identify charge for additional meetings.
8. Attend two public meetings (or hearings) for the project.

Submittal Content

The submittal must be organized in sections containing the following information:

Description of Firm. Describe each firm's legal structure, areas of expertise, length of time in business, number of employees and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.

Experience. Briefly describe other projects executed by your firm and other members of the team that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of

person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

Personnel and Sub-Consultants. Provide a professional resume for the key people proposed to be assigned to the project, including any important sub-consultants, and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.

Project Approach. Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches that the Village might wish to consider, or special considerations related to the programmatic/funding requirements. Your team should rely on its expertise with similar projects to demonstrate how it will effectively complete the project.

Project Schedule and Fee Proposal. Describe your staff workload and availability and ability of the firm to provide the resources needed. Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal. Please provide a detailed quote for each of the following components:

- Map & Plan including SEQRA (assume Long Environmental Assessment Form & no EIS)
- Identify fee proposal for each component or phase of the Map and Plan.
- Engineering Design Report (following NYSEFC/DEC Engineering Design Report Outline)
- Pre-Design Effort (soft costs – survey, utility mapping/coordination, soil borings, geo-tech)
- Detailed Design (prepare plans & specifications – construction documents)
- NYS Environmental Facilities Corporation (EFC)- The Village will apply for funding from EFC. Therefore, the team should meet all criteria within the most recent EFC Engineering report template (Exhibit 2).

Potential Conflicts. Identify any potential conflicts of interest with existing work being performed for the Village or for businesses and property owners within the proposed service area.

Additional Information. Questions regarding the project may be directed to Charlene Kagel-Betts, Village Administrator Village of Southampton, 23 Main Street, Southampton, NY 11968. E mail to ckagel-betts@southamptonvillage.org.

Submittal Deadline. Five (5) copies of the qualifications submittal must be received in a sealed envelope marked "Village Main Street Business Sewer System RFQ/RFP" no later than 4:00 pm on Monday April 26th, 2021.

Selection Process

Teams will be ranked based on qualifications and the Board of Trustees may choose to interview several of the top ranked teams. However, at its discretion, the Board of Trustees may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the following factors:

1. Firm History and capability to perform project
2. Relevant project experience
3. Qualifications of project team
4. Familiarity with area and project

5. Project approach
6. References
7. Availability of the project personnel
8. Ability to meet our scheduling requirements

The Board of Trustees will make the final selection. The Village will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach agreement, the Village will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The Board of Trustees expects to evaluate proposals and provide written notification of the results within 30 days of receipt of qualifications. If interviews are held, you will be contacted 5 days before the interview date.

Tentative Project Timeline

The following are tentative milestone dates for the progress of this project:

Weeks 1-3: Review qualifications
Weeks 4-5: Conduct interviews (if necessary) and select firms to negotiate final scope and agreement
Weeks 6-8: Negotiate scope of services and agreement.
Weeks 9-12: Obtain board resolution and legal review of contract; execute agreement

The Village will not reimburse any firm or individual for any costs associated with the submittal of qualifications or in the negotiation of a final agreement for the work being considered. The successful firm will be expected to enter into a standard consultant agreement for this project. If the firm has any reservations with respect to entering into the standard agreement, said reservations shall be disclosed at the time that the qualifications requested above are submitted.