



# **VILLAGE OF BREWSTER**

INCORPORATED 1894

**JAMES J. SCHOENIG, MAYOR**  
**CHRISTINE PICCINI, DEPUTY MAYOR**

TRUSTEES: | TOM BOISSONNAULT | MARY BRYDE | TERESA STOCKBURGER

**Request for Qualifications for the  
Operation, Maintenance and Management  
of the Village of Brewster Wastewater Facilities**

**Return Qualifications to:**

**Clerk, Village of Brewster**

**50 Main Street**

**Brewster, NY 10509**

**845-279-3760**

**RFQ Release Date: January 29, 2014**

**Pre-bid conference and Plant walk-thru: February 12, 2014**

**Proposal Due Date: March 3, 2014, No later than 3:00PM**

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LATE RESPONSES will NOT be considered.

Send a clearly marked original and three (3) copies of each response, along with an electronic copy (CD or email attachment).

**REQUEST FOR QUALIFICATIONS**  
**WASTEWATER TREATMENT PLANT OPERATOR**  
**VILLAGE OF BREWSTER**  
**PUTNAM COUNTY, NEW YORK**

The Village of Brewster is seeking qualifications from experienced firms to operate and maintain its 0.240 MGD microfiltration wastewater treatment facility and collection system. Interested firms must submit their qualifications in sealed envelopes marked “Wastewater Treatment Plant Operator” to the Village Clerk, Village of Brewster, 50 Main Street, Brewster, NY 10509 no later than **March 3, 2014 at 3:00 P.M.** A mandatory site tour of the facility followed by a formal plant process discussion will be conducted on **February 12 at 10:00 A.M.** Please contact the Village Clerk at 845-279-3760 for a copy of the RFQ or visit [www.BrewsterVillage-ny.gov](http://www.BrewsterVillage-ny.gov).

BY ORDER OF THE BOARD OF TRUSTEES  
THE VILLAGE OF BREWSTER  
MAYOR JAMES SCHOENIG

# Request for Qualifications

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## 1. Introduction

The Village of Brewster (Village) is issuing this Request for Qualifications (RFQ) to solicit statements of qualifications and technical approach from firms capable of providing full service operations, maintenance and management of the wastewater treatment and collection facilities (Facilities) as described in Section 1.4 of this document.

This RFQ, issued in accordance with the provisions of the laws of the State of New York, invites qualified firms to describe their technical and financial qualifications to provide the services described. Upon conclusion of the Qualification, the Village intends to short list the three (3) most qualified firms and solicit cost proposals from each.

### 1.1 Background and Objectives

The Village has outsourced the operation and maintenance of its wastewater treatment plant and sewer collection system since 2006 and intends to continue to do so.

Full service contract operations requires the Contractor to provide all treatment facility operation and maintenance staff and pay all chemical costs and sludge/residual disposal costs plus activated carbon recharge costs and other miscellaneous costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance and for all costs including hiring, training and administering all personnel-related issues;
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations;
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the Village. The DEP LAB Office parallel to Marvin Avenue will also need to be maintained, sidewalks and parking area cleared of snow and ice, and lawn maintenance.

Required capital expenditures will continue to be the responsibility of the Village. Utility costs are also the responsibility of the Village – including power, water, natural gas and Diesel for generators – and shall not be included in the vendor scope or associated pricing.

It is understood that the information contained in the RFQ and the firm's experience and guarantees, together with the total pricing considerations and related innovative approaches demonstrated by the respondent shall be the general basis for the selection of a respondent for the consideration to provide the initial scope of services. Information submitted to the Village by each respondent shall be in two documents:

1. Qualifications to include financial resources, personnel depth and breadth, organizational chart, current work load, emergency responsiveness, and a plan to include the resources necessary for the operation and maintenance of the Brewster WWTP.
2. Technical Approach to provide the initial functions associated with the current scope of services and future, innovative upgrades or improvements to the current scope of services. It is requested that this document contain summary qualifications and experience data regarding the respondent's expertise associated with water, wastewater and public works projects. Past experience operating wastewater collection and treatment facilities in the State of New York and the New York City Watershed will also play a major role in meeting the Village's requirement related to qualifications and experience.

The Village expects to select the most qualified, responsive, resourceful and experienced respondents based on the review by the Village and its evaluation/selection committee. The overall most responsive firms will be interviewed at the sole discretion of the Village based on the review of and scoring of the respondents' overall submittals.

Upon conclusion of the interviews, the Village will immediately begin scope clarifications and request formal proposals from the three (3) most responsive respondents.

It is understood that each firm interested in providing the services shall evaluate and inspect each facility and review data that the Village has available, including plant records, operation and maintenance manuals, VOB Sewer Use Ordinance, construction plans and specifications, permits, compliance reports, and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the Village Engineer.

## 1.2 Purpose of Solicitation

In issuing this RFQ, the Village is seeking to improve the overall efficiency and operation of the Facilities by contracting with a firm having the technical and financial resources to perform the required operation, maintenance and management services in compliance with all applicable laws and regulations.

The Village's ultimate objective for operation of the Facilities is to select a Contractor who will provide a strong technical support team, operate in compliance, improve maintenance and provide efficiencies. In addition, the Village wants to reduce its exposure to risks from possible operator errors related to compliance and safety.

Price adjustments to reflect process and/or scope modifications may be negotiated after final selection for implementation by the Village and clarification of the scope of services and terms and conditions of the agreement.

Qualifications submitted by firms in response to this RFQ will be evaluated in accordance with the criteria outlined in Section 4 of this RFQ. Based on the Village's evaluation of the RFQ, respondents may be selected by the Village for subsequent interviews. A response to this RFQ is mandatory for consideration.

## 1.3 Overview of Services

The Village is seeking qualified respondents capable of providing operation, maintenance, management and other related services for the Facilities. The Contractor ultimately selected from the respondents pursuant to the Village's procurement process shall be required to provide various services associated with all or a portion of the Facilities. This may include, but not be limited to, provision of:

- Labor and benefits;
- Process chemicals;
- Laboratory and analytical services;
- Routine maintenance of Facilities and equipment;
- Reporting to regulatory agencies;
- Management of the operations and maintenance;

- Residuals Disposal;
- Pump replacement
- Chemical Bulk Storage Inspection fees
- Flow meter calibration
- Grease removal from sewers and lift stations
- Oversight of service contracts for Siemens micro-filter units, compressors and emergency generators
- Alarm monitoring
- Basic indoor facility maintenance
- Activated Carbon Replacement;
- Pump Station Deodorization Agent.
- Grounds Maintenance

The Contractor will be responsible for satisfying the State of New York Department of Environmental Conservation requirements and for operating, maintaining and managing the Facilities in compliance with all other applicable local, state and federal laws and regulations. Additionally, the Contractor will be responsible for satisfying the State of New York Department of Environmental Conservation requirements and for operating, maintaining and managing the Facilities in compliance with the NYC Watershed Rules and Regulations. Services for the operation, maintenance and management of the Facilities shall be provided in a safe, secure, effective and efficient manner.

#### 1.4 Description of the Facilities

##### 1.4.1 Wastewater Treatment Plant

The Wastewater Treatment Plant, located at 40 Park Street, Brewster, NY 10509 has a design capacity of 0.240 MGD. The SPDES effluent criteria are shown in Appendix B, NYSDEC SPDES Permit. The plant is a standard RBC plant with granular media and membrane filtration. See Appendix A, Process Flow Diagram Sheet G14.

##### 1.4.2 Collection System

The collection system consists of approximately 4,500 feet of force main, 30,000 feet of gravity lines and 180 manholes.

##### 1.4.3 Pumping Stations

The following pumping stations with generator backup power are included in the Facilities:

- Marvin Avenue Pump Station;
- Route 22 Pump Station;
- Carmel Avenue Pump Station;
- Putnam Avenue Pump Station;
- Park Street Pump Station;
- North Main Street Pump Station.
- 12 “on-lot” pumping stations – no backup generators

## **2. Pre-Submission Conference and Other Procurement Information**

The Village of Brewster will conduct a **mandatory** pre-submission conference and tour of the Facilities on **February 12, 2014 starting at 10:00 a.m.** at Village Hall, located at 50 Main Street, Brewster, NY.

The purpose of the pre-submission meeting is to answer questions regarding the Request for Qualifications and the form the Technical Approach should take. All respondents interested in submitting a proposal should contact the Village Engineer no later than **4:00 p.m. on February 12, 2014** to indicate their intent to attend the pre-submission conference. Each interested respondent should ensure that they meet or exceed the Required Standards set forth in this document. Only emailed or faxed questions will be acknowledged. All correspondence shall be sent to:

J. Robert Folchetti & Associates  
31 Sodom Road  
Brewster, NY 10509  
Phone: 845.363.1560  
Fax: 845.279.2062  
[john.folchetti@jrfa.com](mailto:john.folchetti@jrfa.com)

with a copy to:  
Village Clerk  
Village of Brewster  
50 Main Street  
Brewster, NY 10509  
845-279-3760  
Fax: 845-278-7653  
[phansen@brewstervillage-ny.gov](mailto:phansen@brewstervillage-ny.gov)

If any respondent has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing at the pre-submission meeting. All responses to questions will be faxed or emailed.

Contact with Village of Brewster elected officials is not allowed and will be considered as grounds for disqualification from the selection process.

Copies of all questions and answers, and any addenda to supplement the RFQ, will be sent by fax and email to each respondent no later than four days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

### **3. Description of Procurement Process**

#### **3.1 Village Rights and Options**

The Village, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this solicitation document;
- To determine which respondent, if any, should be selected for negotiations;
- To reject any or all qualifications, proposals or information received pursuant to this RFQ;
- To supplement, amend, substitute or otherwise modify this RFQ at any time;
- To cancel this RFQ with or without the substitution of another RFQ or pre-qualification process;
- To request additional data or information after the submittal date, if such data or information is considered pertinent, in the Village's sole view, to aid the review and selection process;
- To conduct investigations with respect to the qualifications and experience of each respondent;
- To take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interests of the Village;

- To require one or more respondents to supplement, clarify or provide additional information in order for the Village to evaluate the RFQs submitted;
- To waive any defect or technicality in any RFQ received;
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

### 3.2 Expense of Submittal Preparation

The Village accepts no liability for the costs and expenses incurred by the respondents in responding to this RFQ, preparing responses for clarification, attending interviews, participating in meetings and presentations required for the qualification process. Each respondent that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Village for the costs and expenses associated with the procurement process.

### 3.3 Information Disclosure to Third Parties

This RFQ is a public document. By responding to this RFQ, respondents waive any challenge to the Village's decisions in this regard.

If any submittal contains confidential technical, financial or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all, or substantially all of, a response as confidential may result in the response being considered non-responsive.

Notwithstanding the foregoing, respondents recognize and agree that the Village will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.

### 3.4 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Village at the pre-submission conference.

Responses to all requests for information will be provided to all respondents to the RFQ. No questions or requests for additional information will be accepted after the pre-submission conference. Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFQ. Any such clarifications or addenda shall become part of this RFQ.

### 3.5 Equal Opportunity Requirements

The selected respondent, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

## **4. Submittal of Qualifications**

### 4.1 General Instructions and Submittal Deadline

Respondents are requested to submit one original and three (3) copies along with an electronic copy

(CD or email attachment) of the proposal to:

Village Clerk  
50 Main Street  
Brewster, NY 10509  
Phone: 845 279 3760

Qualifications are due on **March 3, 2014 by 3 p.m.** local time. No facsimile copies will be accepted. The package should be clearly labeled "Request for Qualifications for the Operation, Maintenance and Management of the Wastewater Facilities."

#### 4.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter;
- Required Standards;
- Qualifications;
- Technical Approach;
- Appendices (primarily for supporting financial information).

Narrative pages are to be 8½x11 inches and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Respondents are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the respondent to organize the information required by this RFQ as outlined may result in the Village, at its sole discretion, disqualifying the respondent from further consideration.

##### 4.2.1 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, telephone and facsimile numbers and email address of the respondent along with the name, title, address, telephone and facsimile numbers and email address of the executive that has the authority to contract with the Village. A signed non-collusion statement found at the end of this document must also be included with your response.

##### 4.2.2 Required Standards

This section establishes standards of experience and financial capabilities that the Village of Brewster requires for a respondent to be considered qualified. The Village, at its sole discretion, will decide if a respondent meets the standards.

Respondent must:

- Be capable of providing full service public-private contracts for operation, maintenance and management of wastewater treatment facilities for a minimum of five (5) years. Full service public-private contracts for operation, maintenance and management means, at a minimum, providing all labor and management, paying all operation and maintenance expenses and guaranteeing performance including regulatory agency compliance;
- Have operated wastewater treatment facilities within the East of Hudson Watershed in the State of

New York for at least 5 years;

- Demonstrate experience in working with engineers to modify treatment systems to improve performance;
- Furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage. Proof of coverage must be provided at the time the contract is signed;
- Submit evidence of ability to secure a performance bond from a surety licensed in the State of New York in an amount equal to the annual contract value;
- Submit evidence of current compliance with New York City VENDEX criteria;
- Furnish, at a minimum, a NYS Grade 3 Wastewater Treatment Plant Operator and Grade 2 Assistant/Shift Operator as required by the New York State Department of Environmental Conservation.

#### 4.2.3 Qualifications

Respondents shall demonstrate their ability to undertake the Village's project by providing the technical qualifications of the respondent, individual team members and principal subcontractors, if applicable. The Village reserves the right to conduct an independent investigation of the respondent's technical qualifications by contacting project references, accessing public information, inspecting facilities or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The respondent shall provide the following information to demonstrate its technical qualifications:

- **Corporate Profile:** The proposal must include the full name, tax identification number, main office address, telephone and email of the respondent and the principal contact person. It shall include a description of the firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party. A project organization chart clearly delineating lines of authority within the organization is required. The history, ownership, organization and background of the respondent shall also be provided.

If the respondent is a joint venture, the required information shall be submitted for each member of the joint venture firm. The respondent shall describe the history of the relationships among team members, including a description of past working relationships.

The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the respondent and all major partners and subcontractors relative to the project shall be outlined in the proposal.

Identify when the respondent was organized and, if a corporation, where incorporated and how many years engaged in providing contract operations, maintenance and management services under that name.

Provide a description of the circumstances, if any, related to any Village of Brewster employee, officer, appointed or elected official member or direct family member who is payable in whole or in part or otherwise benefits from the Village of Brewster that has or had any direct or indirect personal interest in the respondent.

- **Relevant Project Experience/References:** The respondent shall provide its overall experience with operating wastewater treatment facilities in the East of Hudson Watershed in the State of New York.

- Provide details (size, duration of relationship and processes utilized) on representative wastewater treatment plants the respondent operates under a private contract operations and maintenance arrangement.
- Describe the respondent’s experience and capacity to serve communities in the region.
- Provide a detailed listing of the treatment facilities currently operated by the respondent in the State of New York. Each system operated should be described separately.
- Please describe the respondent’s experience operating plants, including proprietary SCADA systems & instrumentation and controls, especially during capital upgrades, replacements and major process improvements.
- Additional Capabilities: The respondent should provide its capabilities for providing value added services to the Village should the need arise.
  - Provide, in detail, your capability to provide additional resources to assist in technical troubleshooting and capital planning. Please detail how these resources are sourced (i.e., from affiliate companies, subcontractors) and whether these services are provided as part of the services offered under the base operating fee (as opposed to hourly billing).
  - Highlight other capabilities of the respondent that could be brought to bear on this project.
- Emergency Preparedness: The respondent may be required to assist the Village’s personnel in addressing emergency situations such as severe weather events.
  - Describe the respondent’s experience in preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations.
  - Identify the number of the respondent’s employees in the region, as well as their proximity to the Village, who could supplement the efforts of existing on-site staff should the need arise.
- Regulatory Compliance: The Village is interested in the respondent’s approach to meeting and guaranteeing permit compliance. Please describe the respondent’s firm’s track record with respect to assuring compliance liability.
- Financial Qualifications: The respondent shall provide full disclosure of information regarding its financial condition. The respondent shall submit audited financial statements for the past three fiscal years. The financial statements must include income statements, balance sheets, and statements of cash flow. Bank letters of credit worthiness with the upward limit listed shall also be provided.

#### 4.2.4 Technical Approach

In this section, respondents will address their approach to operating, maintaining and managing the Facilities, including:

- Management Team who will be accountable for the project;
- Staffing Plan: Technical Team, with resumes, that will be responsible for executing day-to-day operations;
- Emergency Response Plan;
- Agency Coordination Plan;
- Owner Coordination Plan;
- Operating Plan;
- Maintenance.
- Business continuity plan in the event of loss of key personnel

## 5. Review and Evaluation

Submissions received in response to the RFQ will be evaluated based on the respondent's:

- Corporate capabilities and ability to perform the proposed services;
- Experience in providing these and/or similar services;
- Financial qualifications;
- Technical approach.

Each respondent's submission will be reviewed for completeness and responsiveness to the RFQ requirements. Based on its review and evaluation of the qualifications, the Village will select the most qualified respondents to interview. The solicitation will be based on the respondent's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, qualifications will be evaluated based upon the criteria presented in the subsequent paragraphs.

### 5.1 Evaluation Criteria

In evaluating the RFQ, the Village will utilize the requirements outlined in this section to identify the respondent best qualified to perform the services.

Corporate Profile Qualifications – The respondent will be evaluated based on the depth and breadth of its capabilities, project organization structure and years of experience providing similar services. The respondent shall demonstrate that the company, either under its current name or direct predecessor, has provided similar operation and maintenance services for a minimum of five years.	20%
Experience & Technical Qualifications – The respondent's experience will be evaluated based upon its past history (such as number of projects, plant sizes, etc.) of successfully providing operations and maintenance services for similar facilities. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios and the number of contracts, duration of the contracts and size of the facilities serviced. References must be submitted and will be contacted in order to verify satisfactory performance on other similar projects.	20%
Financial Qualifications – Financial information will be evaluated to determine the overall capacity of the respondent to carry out the contractual commitments for the requested services. At a minimum, the respondent must demonstrate tangible net worth, in each of the past three years, of at least \$3 million. The respondent shall demonstrate that the company, or any affiliate or predecessor of the company, has never filed for bankruptcy. Additionally, the respondent must identify any and all litigation pending or recently settled and the effect or anticipated effect on the respondent's financial stability.	30%
Technical Approach – The respondent will be evaluated based upon the capability and experience of the proposed management and staffing team in operation, maintenance and supervisory positions for projects of a similar nature. Respondent shall also demonstrate its understanding of the Facilities and that it possesses technical resources knowledgeable of key issues related to the Facilities such as process control, laboratory QA/QC, sludge management, system maintenance and capital improvement planning.	30%

## 5.2 Evaluation of Qualifications

Each qualification will be reviewed against the terms of this RFQ to determine if the RFQ is complete and responsive and how well the respondent satisfies the evaluation criteria. The Village may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFQ. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the Village.

The Village of Brewster regards the submission of the proposal in response to this RFQ as the most important factor in the selection of a respondent to provide services for the operation, maintenance and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The Village of Brewster reserves the right to reject any all responses to the RFQ and is under no obligation to award a contract.

The responsibility for the final selection rests solely with the Village of Brewster.

The Village of Brewster shall not be liable to any respondent for costs associated with responding to the RFQ for the respondent's participation in any oral interview, or for any costs associated with the negotiations.

**NON-COLLUSIVE BIDDING CERTIFICATION**

- (A) By submission of this response, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
- (1) The information and any prices in this response have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other respondent or with any competitor
  - (2) Unless otherwise required by law, any information or prices which have been quoted in this response have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening, directly or indirectly, to any other respondent or to any competitor, and
  - (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition.

Respectfully Submitted:

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Print name

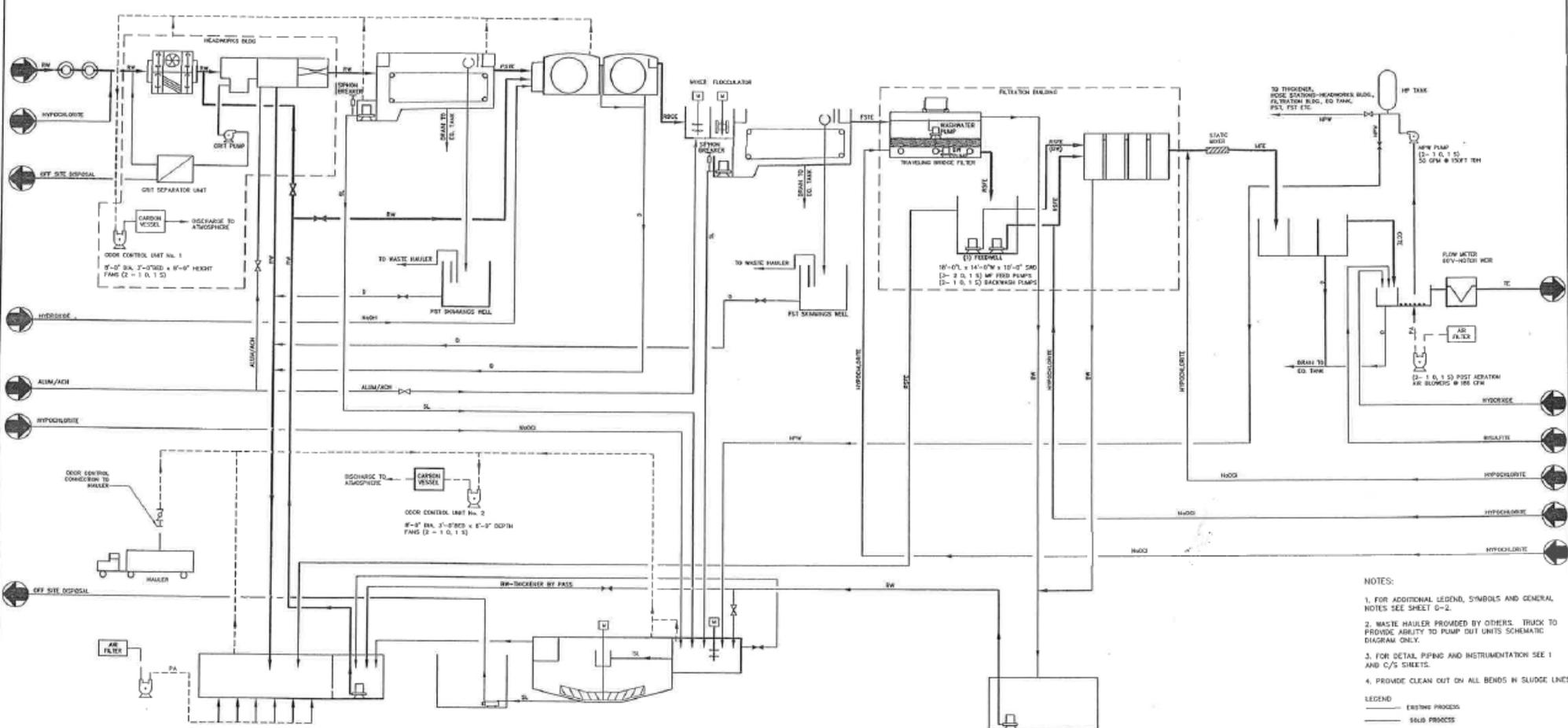
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Signature and Date

## **APPENDICES**

**APPENDIX A**  
**PROCESS FLOW DIAGRAM**  
**SHEET G-14**

INFLUENT OVERFLOW MFL 2400 BARREL  
 CHAMBER/TOP/ BARBACK BY-PASS  
 FLOW CONTROL WORK  
 CRIT TANK (2'-0" DIA.)  
 PARSHALL FLUAC-4" TANKS WITH FLOW METER  
 PRIMARY SETTLING TANKS (2) 10'-0" x 7'-0" x 12'-0" SWD SLUDGE REMOVAL: 1 (O, 1 S) 41 GPM @ 30 FT TDH  
 ROTATING BIOLOGICAL CONTACTORS SURFACE AREA 233,150 SF (2 TRAYS) 2 STAGES/TRAY, 2 STAGES/STAGE  
 RBC SPLITTER BOX  
 FLOCCULATION TANK 1 FLOCCULATOR INSTALLED, 1 SPARE 11'-0" x 11'-0" x 10'-0" SWD  
 DRYING HOT DAM WARMER 1 MIXER INSTALLED, 1 SPARE 2'-0" x 2'-0" x 4'-0" SWD  
 (2) FINAL SETTLING TANKS (2) 10'-0" x 8'-0" x 12'-0" SWD SLUDGE REMOVAL: 1 (O, 1 S) 30 GPM @ 16 FT TDH  
 (2- 2 (O, 1 S) TRAVELING BRIDGE FILTERS (16 CELLS) SURFACE AREA 30 SF EACH (2- 2 (O, 1 S) WASHWATER PUMPS (2- 2 (O, 1 S) BACKWASH PUMPS  
 (2- 2 (O, 1 S) IMBOLPOTRATION TANKS TOTAL WML SURFACE AREA 13,140 SF  
 DESIGNE CONTACT TANK 11'-0" x 4'-0" x 10'-0" SWD  
 COAGULATION TANK (2) POST ABRASION TANKS (2- 1 (O, 1 S) 4'-0" x 8'-0" x 5'-0" SWD DIFFUSED ABRASION SYSTEM



- NOTES:
1. FOR ADDITIONAL LEGEND, SYMBOLS AND GENERAL NOTES SEE SHEET 0-2.
  2. WASTE HAULER PROVIDED BY OTHERS. TRUCK TO PROVIDE ABILITY TO PUMP OUT UNITS SCHEMATIC DIAGRAM ONLY.
  3. FOR DETAIL PIPING AND INSTRUMENTATION SEE 1 AND C/S SHEETS.
  4. PROVIDE CLEAN CUT ON ALL BENDS IN SLUDGE LINES.

LEGEND  
 ——— EXISTING PROCESS  
 ——— SLUDG PROCESS  
 ——— WET PROCESS  
 - - - - - PROCESS AIR  
 - - - - - BUILDING DET LINE  
 HP HYPONIC  
 HS HOSE SYSTEM

WARNING: IT IS A VIOLATION OF NEW YORK EDUCATIONAL LAW, SECTION 7202.2, FOR ANY PERSON, UNLESS HE IS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR, TO ALTER THIS DOCUMENT IN ANY WAY. IF ALTERED, THE ALTERING PERSON SHALL COMPLY WITH THE REQUIREMENTS OF NEW YORK EDUCATIONAL LAW, SECTION 7202.2

**ISSUED FOR CONSTRUCTION**

REVISIONS	
NO.	DATE

DES.	PM
DWG.	RM
CHK.	D.M.

**J. ROBERT FOLCHETTI & ASSOCIATES L.L.C.**  
 CIVIL - ENVIRONMENTAL ENGINEERS  
 240 ROUTE 100  
 SOMERS, NY 10589  
 914-332-7300

VILLAGE OF BREWSTER  
 PUTNAM COUNTY, NY  
**BREWSTER WWTW RECONSTRUCTION**

**PROCESS FLOW DIAGRAM**  
 NOT TO SCALE

JRFA  
 DATE MARCH 2004  
 G SHEET 14 OF 39  
 DWG. NO. 06016009

**APPENDIX B**  
**NYSDEC SPDES PERMIT**

New York State Department of Environmental Conservation  
Division of Environmental Permits, 4<sup>th</sup> Floor  
625 Broadway, Albany, New York 12233-1750  
Phone: (518) 402-9167 • FAX: (518) 402-9168  
Website: www.dec.state.ny.us

FILE COPY



Joe Martens  
Commissioner

**YOUR PERMIT IS ENCLOSED**

**IMPORTANT NOTICE TO ALL PERMITTEES**

The permit you requested is enclosed. Please read it carefully and note the conditions that are included in it. The permit is valid for only that activity expressly authorized therein; work beyond the scope of the permit may be considered a violation of law and be subject to appropriate enforcement action. Granting of this permit does not relieve the permittee of the responsibility of obtaining any other permission, consent or approval from any other federal, state, or local government which may be required.

Please note the expiration date of the permit. Applications for permit renewal should be made well in advance of the expiration date (minimum of 30 days) and submitted to the Regional Permit Administrator at the above address. For SPDES, Solid Waste and Hazardous Waste Permits, renewals must be made at least 180 days prior to the expiration date.

The DEC permit number & program ID number noted on page 1 of the permit are important and should be retained for your records. These numbers should be referenced on all correspondence related to the permit, and on any future applications for permits associated with this facility/project area. If a permit notice sign is enclosed, you must post it at the work site with appropriate weather protection, as well as keep a copy of the permit at the facility/work site.

If the permit is associated with a project that will entail construction of new water pollution control facilities or modifications to existing facilities, plan approval for the system design will be required from the appropriate Department's regional Division of Water or delegated local Health Department, as specified in the State Pollutant Discharge Elimination System (SPDES) permit.

If you have any questions on the extent of work authorized or your obligations under the permit, please contact the staff person indicated below or the Division of Environmental Permits at the above address.

 3/23/2012

Andrea Sheeran  
Environmental Analyst

Division of Environmental Permits, Central Office & Region 3  
Telephone (518) 402-9167

Attachments:  
-Permit NY 002 6581  
Cc w/ Attachments:  
NYSEFC  
File  
ECC Only:  
Putnam Co HD  
USEPA Region II  
NYCDEP  
Armand DeAngelis, DOW  
Erin Shirkey, DOW  
Pat Ferracane, RWM  
Gwen Ahlers, R3  
Chron



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**State Pollutant Discharge Elimination System (SPDES)**  
**DISCHARGE PERMIT**

Industrial Code: 4952  
 Discharge Class (CL): 07  
 Toxic Class (TX): N  
 Major Drainage Basin: 13  
 Sub Drainage Basin: 02  
 Water Index Number: H-31-P44-24  
 Compact Area: Croton

SPDES Number: NY-0026581  
 DEC Number: 3-3730-00007/00002  
 Effective Date (EDP): 07/01/10  
 Expiration Date (ExDP): 06/30/15  
 Modification Dates (EDPM): 03/22/12

Form 359

This SPDES permit is issued in compliance with Title 8 of Article 17 of the Environmental Conservation Law of New York State and in compliance with the Clean Water Act, as amended, (33 U.S.C. §1251 et seq.) (hereinafter referred to as "the Act").

**PERMITTEE NAME AND ADDRESS**

Name: Village of Brewster Attention: Mayor  
 Street: 208 Main Street  
 City: Brewster State: NY Zip Code: 10509

is authorized to discharge from the facility described below:

**FACILITY NAME AND ADDRESS**

Name: Village of Brewster WWTP  
 Location (C,T,V): (T) Southeast County: Putnam  
 Facility Address: 40 Park Street  
 City: Brewster State: NY Zip Code: 10509

NYTM - E: From Outfall No.: 002 at Latitude: 41 ° 23 ' 11 " & Longitude: 73 ° 37 ' 19 "  
 NYTM - N: into receiving waters known as: East Branch Croton River Class: A(T)

and; (list other Outfalls, Receiving Waters & Water Classifications)

in accordance with: effluent limitations; monitoring and reporting requirements; other provisions and conditions set forth this permit; and 6 NYCRR Part 750-1.2(a) and 750-2.

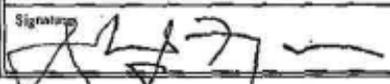
**DISCHARGE MONITORING REPORT (DMR) MAILING ADDRESS**

Mailing Name: Village of Brewster WWTP  
 Street: 40 Park Street  
 City: Brewster State: NY Zip Code: 10509  
 Responsible Official or Agent: Paul J. Pelusio Phone: (914) 232-2500

This permit and the authorization to discharge shall expire on midnight of the expiration date shown above and the permittee shall not discharge after the expiration date unless this permit has been renewed, or extended pursuant to law. To be authorized to discharge beyond the expiration date, the permittee shall apply for permit renewal not less than 180 days prior to the expiration date shown above.

**DISTRIBUTION:**

- CO BWP - Permit Coordinator
- P. Penzance, E. Shirkey
- RPA
- EPA Region II - Michelle Josilo
- NYSEFC
- NYCDEP (Valhalla)
- Putnam Co. Health Dept.

Permit Administrator: John J. Ferguson, Chief Permit Administrator	
Address: 625 Broadway, 4 <sup>th</sup> Fl. Albany, NY 12233-1750	
Signature: 	Date: 3/22/12

**PERMIT LIMITS, LEVELS AND MONITORING DEFINITIONS**

OUTFALL	WASTEWATER TYPE	RECEIVING WATER	EFFECTIVE	EXPIRING		
	This cell describes the type of wastewater authorized for discharge. Examples include process or sanitary wastewater, storm water, non-contact cooling water.	This cell lists classified waters of the state to which the listed outfall discharges.	The date this page starts in effect. (e.g. EDP or EDPM)	The date this page is no longer in effect. (e.g. ExDP)		
PARAMETER	MINIMUM	MAXIMUM	UNITS	SAMPLE FREQ.	SAMPLE TYPE	
e.g. pH, TRC, Temperature, D.O.	The minimum level that must be maintained at all instants in time.	The maximum level that may not be exceeded at any instant in time.	SU, °F, mg/l, etc.			
PARAMETER	EFFLUENT LIMIT	PRACTICAL QUANTITATION LIMIT (PQL)	ACTION LEVEL	UNITS	SAMPLE FREQUENCY	SAMPLE TYPE
	Limit types are defined below in Note 1. The effluent limit is developed based on the more stringent of technology-based standards, required under the Clean Water Act, or New York State water quality standards. The limit has been derived based on existing assumptions and rules. These assumptions include receiving water hardness, pH and temperature; rates of this and other discharges to the receiving stream; etc. If assumptions or rules change the limit may, after due process and modification of this permit, change.	For the purposes of compliance assessment, the analytical method specified in the permit shall be used to monitor the amount of the pollutant in the outfall to this level, provided that the laboratory analyst has complied with the specified quality assurance/quality control procedures in the relevant method. Monitoring results that are lower than this level must be reported, but shall not be used to determine compliance with the calculated limit. This PQL can be neither lowered nor raised without a modification of this permit.	Type I or Type II Action Levels are monitoring requirements, as defined below in Note 2, that trigger additional monitoring and permit review when exceeded.	This can include units of flow, pH, mass, Temperature, concentration. Examples include µg/l, lbs/d, etc.	Examples include Daily, 3/week, weekly, 2/month, monthly, quarterly, 2/yr and yearly.	Examples include grab, 24 hour composite and 3 grab samples collected over a 6 hour period.

**Note 1: DAILY DISCHARGE:** The discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for the purposes of sampling. For pollutants expressed in units of mass, the 'daily discharge' is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the 'daily discharge' is calculated as the average measurement of the pollutant over the day. **DAILY MAX:** The highest allowable daily discharge. **DAILY MIN:** The lowest allowable daily discharge. **MONTHLY AVG (daily avg):** The highest allowable average of daily discharges over a calendar month, calculated as the sum of each of the daily discharges measured during a calendar month divided by the number of daily discharges measured during that month. **RANGE:** The minimum and maximum instantaneous measurements for the reporting period must remain between the two values shown. **7 DAY ARITHMETIC MEAN (7 day average):** The highest allowable average of daily discharges over a calendar week. **12 MRA (twelve month rolling avg):** The average of the most recent twelve month's monthly averages. **30 DAY GEOMETRIC MEAN (30 d geo mean):** The highest allowable geometric mean of daily discharges over a calendar month, calculated as the antilog of: the sum of the log of each of the daily discharges measured during a calendar month divided by the number of daily discharges measured during that month. **7 DAY GEOMETRIC MEAN (7 d geo mean):** The highest allowable geometric mean of daily discharges over a calendar week.

**Note 2: ACTION LEVELS:** Routine Action Level monitoring results, if not provided for on the Discharge Monitoring Report (DMR) form, shall be appended to the DMR for the period during which the sampling was conducted. If the additional monitoring requirement is triggered as noted below, the permittee shall undertake a short-term, high-intensity monitoring program for the parameter(s). Samples identical to those required for routine monitoring purposes shall be taken on each of at least three consecutive operating and discharging days and analyzed. Results shall be expressed in terms of both concentration and mass, and shall be submitted no later than the end of the third month following the month when the additional monitoring requirement was triggered. Results may be appended to the DMR or transmitted under separate cover to the same address. If levels higher than the Action Levels are confirmed, the permit may be reopened by the Department for consideration of revised Action Levels or effluent limits. **TYPE I:** The additional monitoring requirement is triggered upon receipt by the permittee of any monitoring results in excess of the stated Action Level. **TYPE II:** The additional monitoring requirement is triggered upon receipt by the permittee of any monitoring results that show the stated action level exceeded for four of six consecutive samples, or for two of six consecutive samples by 20 % or more, or for any one sample by 50 % or more.

**PERMIT LIMITS, LEVELS AND MONITORING**

OUTFALL No.	LIMITATIONS APPLY:	RECEIVING WATER	EFFECTIVE	EXPIRING
002	All year unless otherwise noted	East Branch Croton River	3/22/12	6/30/15

PARAMETER	EFFLUENT LIMIT					MONITORING REQUIREMENTS				FN
	Type	Limit	Units	Limit	Units	Sample Frequency	Sample Type	Location		
								Influent	Effluent	
Flow	Monthly avg	0.24	mgd.			Continuous	Recorder		X	
CBOD <sub>5</sub>	Monthly avg	25	mg/l	50	lbs/d	1/month	6-hr comp	X	X	(1)
CBOD <sub>5</sub>	7-day avg	40	mg/l	80	lbs/d	1/month	6-hr comp		X	
Solids, Suspended	Monthly avg	10	mg/l	20	lbs/d	1/month	6-hr comp	X	X	(1)
Solids, Suspended	7-day avg	15	mg/l	30	lbs/d	1/month	6-hr comp		X	
Solids, Settleable	Daily max	0.1	ml/l			1/day	Grab		X	
pH	Range	6.5 - 8.5	SU			1/day	Grab		X	
UOD (June 1 - October 31)	Daily max	100	mg/l	200	lbs/d	1/month	6-hr comp		X	(2)
Ammonia (as NH <sub>3</sub> ) (June 1 - October 31)	Monthly avg	11.1	mg/l			1/month	6-hr comp		X	
Nitrogen, TKN (as N) (June 1 - October 31)	Monthly avg	Monitor	mg/l			1/month	6-hr comp		X	
Phosphorus, Total (as P)	Monthly avg	0.35	mg/l			1/month	6-hr comp		X	
Temperature	Monitor		Deg F			1/day	Grab	X	X	
Dissolved Oxygen	Daily min	4.0	mg/l			1/month	Grab		X	
Effluent Disinfection required: <input checked="" type="checkbox"/> All Year <input type="checkbox"/> Seasonal from _____ to _____										
Coliform, Fecal	30 day geometric mean	200	No./100 ml			1/month	Grab		X	
Coliform, Total	7 day geometric mean	400	No./100 ml			1/month	Grab		X	
Chlorine, Total Residual (TRC)	Daily max	0.4	mg/l			1/day	Grab		X	(3)

FOOTNOTES:

- (1) Effluent shall not exceed 15% and 15% of influent concentration values for CBOD<sub>5</sub> & TSS respectively.
- (2) Ultimate Oxygen Demand shall be computed as follows: UOD = 1.5 X CBOD<sub>5</sub> + 4.5 X TKN (Total Kjeldahl Nitrogen).
- (3) Monitoring and reporting of TRC is required only when chlorine is used for disinfection.

**FINAL EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS FOR PATHOGEN REDUCTION**

The discharges from the permitted facility shall be limited and monitored by the permittee as specified below:

<u>Outfall Number &amp; Effluent Parameter</u>	<u>Discharge Limitations</u>		<u>Minimum Monitoring Requirements</u>	
	<u>Monthly Avg</u>	<u>Units</u>	<u>Measurement Frequency</u>	<u>Sample Type</u>
<u>Outfall 002</u>				
Giardia Lamblia, Cysts	(Note 1)	NA	NA	NA
Enteric Viruses	(Note 1)	NA	NA	NA
Turbidity	(Note 2)	NTU	Continuous	Recorder
Chlorine Residual	(Note 3)	Mg/l	1/day	Grab

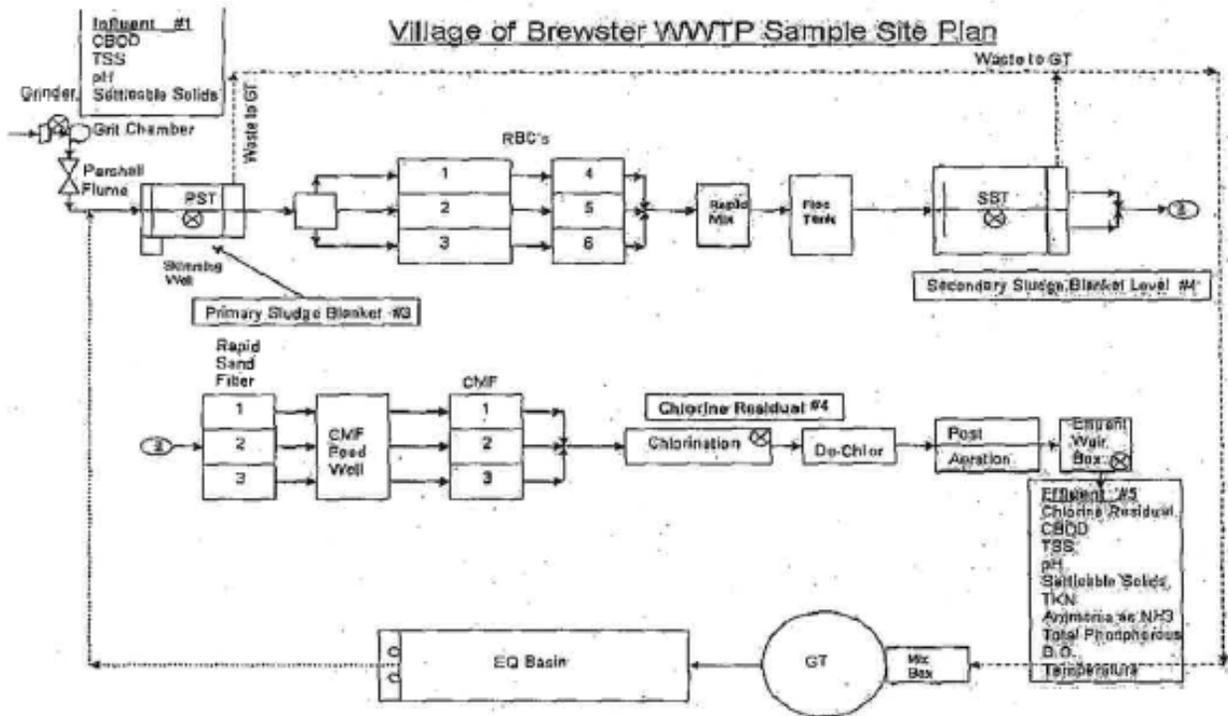
Note 1 - The facility must be capable of achieving a 99.9% removal and/or inactivation of giardia lamblia cysts and enteric viruses. The capability shall be demonstrated by maintaining the turbidity and chlorine levels specified and operating the microfiltration unit and the disinfection system on a continuous basis, in accordance with the provisions set forth in the WWTP's Operation and Maintenance Manual.

Note 2 - The turbidity levels shall be maintained at less than or equal to 0.5 NTU in 95% of the measurements taken each month and an instantaneous maximum of 5.0 NTU shall not be exceeded.

Note 3 - When chlorine is used for disinfection, a minimum residual of 0.2 mg/l shall be maintained in the chlorine contact tank prior to dechlorination.

### MONITORING LOCATIONS

The permittee shall take samples and measurements, to comply with the monitoring requirements specified in this permit, at the location(s) specified below:



Influent Sample Point - at the influent end of the grit chamber.

Effluent Sample Point (001) - at the effluent end of the dechlorination contact tank.

Effluent Fecal Coliform Sample Point - at the effluent end of the chlorine contact tank.

### DISCHARGE NOTIFICATION REQUIREMENTS

a) The permittee shall maintain the existing identification signs at all outfalls to surface waters, which have not been waived by the Department in accordance with 17-0815-a. The sign(s) shall be conspicuous, legible and in as close proximity to the point of discharge as is reasonably possible while ensuring the maximum visibility from the surface water and shore. The signs shall be installed in such a manner to pose minimal hazard to navigation, bathing or other water related activities. If the public has access to the water from the land in the vicinity of the outfall, an identical sign shall be posted to be visible from the direction approaching the surface water.

The signs shall have minimum dimensions of eighteen inches by twenty four inches (18" x 24") and shall have white letters on a green background and contain the following information:

<b>N.Y.S. PERMITTED DISCHARGE POINT</b>
SPDES PERMIT No.: NY _____
OUTFALL No. : _____
For information about this permitted discharge contact:
Permittee Name: _____
Permittee Contact: _____
Permittee Phone: (    ) - ### - ####
OR:
NYSDEC Division of Water Regional Office Address :
NYSDEC Division of Water Regional Phone: (    ) - ### -####

b) For each discharge required to have a sign in accordance with a), the permittee shall provide for public review at a repository accessible to the public, copies of the Discharge Monitoring Reports (DMRs) as required by the RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS page of this permit. This repository shall be open to the public, at a minimum, during normal daytime business hours. The repository may be at the business office repository of the permittee or at an off-premises location of its choice (such location shall be the village, town, city or county clerk's office, the local library or other location as approved by the Department). In accordance with the RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS page of your permit, each DMR shall be maintained on record for a period of five years.

c) The permittee shall periodically inspect the outfall identification signs in order to ensure that they are maintained, are still visible and contain information that is current and factually correct.

**RECORDING, REPORTING AND ADDITIONAL MONITORING REQUIREMENTS**

- a) The permittee shall also refer to 6 NYCRR Part 750-1.2(a) and 750-2 for additional information concerning monitoring and reporting requirements and conditions.
- b) The monitoring information required by this permit shall be summarized, signed and retained for a period of five years from the date of the sampling for subsequent inspection by the Department or its designated agent. Also, monitoring information required by this permit shall be summarized and reported by submitting;

(if box is checked) completed and signed Discharge Monitoring Report (DMR) forms for each 1 month reporting period to the locations specified below. Blank forms are available at the Department's Albany office listed below. The first reporting period begins on the effective date of this permit and the reports will be due no later than the 28th day of the month following the end of each reporting period.

(if box is checked) an annual report to the Regional Water Engineer at the address specified below. The annual report is due by February 1 and must summarize information for January to December of the previous year in a format acceptable to the Department.

(if box is checked) a monthly "Wastewater Facility Operation Report..." (form 92-15-7) to the:

Regional Water Engineer and/or  County Health Department or Environmental Control Agency specified below

Send the DMRs with original signatures to:

NYS Department of Environmental Conservation  
 Division of Water  
 Bureau of Watershed Compliance Programs  
 625 Broadway  
 Albany, New York 12233-3506  
 Phone: (518) 402-8177

Send a copy of each DMR page to:

NYS Department of Environmental Conservation  
 Regional Water Engineer  
 Region 3  
 100 Hillside Avenue, Suite 1W  
 White Plains, NY 10603-2860  
 Phone: (914) 428-2505

Send an additional copy of each DMR page to:

Putnam County Health Department  
 4 Geneva Road  
 Brewster, NY 10509

NYC Department of Environmental Protection  
 465 Columbus Avenue, Suite 350  
 Valhalla, NY 10595

- c) Noncompliance with the provisions of this permit shall be reported to the Department as prescribed in 6 NYCRR Part 750-1.2(a) and 750-2.
- d) Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit.
- e) If the permittee monitors any pollutant more frequently than required by the permit, using test procedures approved under 40 CFR Part 136 or as specified in this permit, the results of this monitoring shall be included in the calculations and recording of the data on the Discharge Monitoring Reports.
- f) Calculation for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.
- g) Unless otherwise specified, all information recorded on the Discharge Monitoring Report shall be based upon measurements and sampling carried out during the most recently completed reporting period.
- h) Any laboratory test or sample analysis required by this permit for which the State Commissioner of Health issues certificates of approval pursuant to section five hundred two of the Public Health Law shall be conducted by a laboratory which has been issued a certificate of approval. Inquiries regarding laboratory certification should be sent to the Environmental Laboratory Accreditation Program, New York State Health Department Center for Laboratories and Research, Division of Environmental Sciences, The Nelson A. Rockefeller Empire State Plaza, Albany, New York 12201.