

REQUEST FOR PROPOSAL

**Architectural and Engineering services for
the preparation of design and construction documents and
monitoring of construction completion**



RFP - 2018

Issued Date:

November 26, 2018

Due Date:

January 4, 2019

Respond to:

**Town of Urbana
PO Box 186
Hammondsport, New York 14840**

or

**Town of Urbana
8014 Pleasant Valley Road
Bath, New York 14810**

Attention:

Town Clerk, Deanna Tompkins

PROJECT BACKGROUND

The Town of Urbana received funding, provided by the New York State Department of State (DOS) under Title 11 of the Environmental Protection Fund, to design and construct improvements on municipal land along Keuka Lake. The project will increase public access and create a continuous connection between Hammondsport central business district, Depot Park, Curtiss Park and Champlin Beach. The improvements will include a pedestrian bridge over the Keuka Inlet, a boardwalk and a bird watching observation tower to access the adjacent wetland areas, trailheads and kiosks, an ADA-compliant kayak launch, and a trail through Curtiss Park connecting to Champlin Beach.

This Request for Proposals (“RFP”) is for the Town to procure a consultant or a consultant team to provide architectural and engineering services for the preparation of the design and construction documents for public access improvements along Keuka Lake, as detailed below. The consultant team must be of architects, engineers, and/or landscape architects licensed in New York State.

The Town of Urbana is required to comply with the provisions of Article 15-A of the Executive Law. Pursuant to this law, the New York State Department of State established an overall goal of 30% for Minority and Women-Owned Business Enterprises (“MWBE”).

SCOPE OF WORK

The procured consultant team will conduct site reconnaissance and cultural resources study, prepare alternative schematic designs and final design, conduct construction requirement analysis and discuss construction permitting requirements with State and federal agencies, prepare construction documents, identify elements of the project that could be constructed by the Town staff and volunteers and prepare bid invitation to select a construction subcontractor, monitor the construction and report to the Town and DOS, prepare certified as-built plans and a completion statement at the end of the construction phase.

Project Components

- Approximate 90 foot by 10 foot wide (inside clear width) bridge built by an AISC bridge fabricator.
- Approximate 550 foot by 10 wide boardwalk made of reinforced, precast concrete treads which lock together via tongue and groove connections on both sides.
- Approximate 1635 feet of 10 foot wide hard packed gravel trail.
- An observation tower on the boardwalk.
- Trailhead kiosk.
- ADA-compliant kayak launch.

The proposals for consultant team services shall address the following specific responsibilities and work described in the following tasks. Incomplete proposals that do not address each of the requested components will not be accepted for review and consideration. The original materials prepared by the consultant team for this project must be submitted to the Town, while electronic copies should be submitted to DOS. The following tasks should be completed by the consultant. The corresponding tasks of the DOS contract for the funding received for this project are indicated in parenthesis.

Task 1 (DOS Task 6): Project Meeting

The Town and its project partners will hold a meeting with the consultant team to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant team. The consultant team shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting.

Task 2 (DOS Task 7): Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The consultant team shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, reports assessing and mapping the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Adjacent land and water uses
- Zoning and other applicable designations
- Manmade structures, buildings, or facilities on or adjacent to the site
- Historic and archeological resources
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including fauna and flora, wetlands, steep slopes etc.
- View corridors and location of mature trees
- Analysis of site constraints needs and opportunities

B. Schematic Designs

The consultant team shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following, as applicable:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to state-designated sensitive resources, and how those impacts should be avoided.

Based on public input and feedback from preliminary discussions with State and federal agencies, the Town will select a preferred schematic design as the basis for final design and engineering/construction plans and specifications.

The consultant team should submit to the Town and DOS any prepared map(s) and documents, alternative schematic designs, and other appropriate information identified during the project initiation meeting.

Task 3 (DOS Task 8): Public Meeting

The consultant team shall conduct a public information meeting to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Town and DOS together with the materials prepared for the presentation.

Task 4 (DOS Task 9): Construction Requirement Analysis

The consultant team shall prepare a written analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners. A pre-permitting meeting with the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Products of this task should be submitted to the Town and DOS.

Task 5 (DOS Task 10): Environmental Quality Review (if applicable)

The consultant team shall prepare all documents necessary for the Town to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Task 6 (DOS Task 11): Design Development

The consultant team shall prepare draft and final designs based on the preferred schematic design and public input. The designs shall include all required maps, tables, data, written discussions, and other information identified during the project meeting. The designs shall be provided to the Town and DOS for review. Town and DOS comments must be addressed in subsequent revisions of the products and the final design.

Task 7 (DOS Task 12): Certified Construction Documents

The consultant team shall prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Town and DOS for review and comments. Construction shall not commence prior to addressing the comments. Final construction documents must be certified by a licensed professional engineer, architect or landscape architect and the appropriate seal must be affixed to each of these documents.

Task 8 (DOS Task 13): Permits

After the final design and construction documents have been approved by the Town and DOS, the consultant team shall prepare the necessary permit or other approval applications and obtain the required permits or approvals.

Potential permitting and approval agencies include but are not limited to:

- Federal agencies such as the United States Army Corps of Engineers;
- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway) or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and
- Agencies of a county, Town, or special purpose district, including but not limited to: Town boards; planning commissions, boards or departments; and/or building or health officials.

Prior to construction the Contractor or its consultant team shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria for State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that

the project complies with the requirements of the statute. Copies of all required permits and approvals shall be submitted to the DOS upon receipt.

Task 9 (DOS Task 14): Bid Process and Selection of Construction Subcontractor

After the final design and construction documents have been approved by the Town and DOS, the consultant team shall assist the Town to prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. The bid invitation shall include the associated MWBE requirements. Prior to distributing the bid invitation, the consultant team shall submit the bid invitation to the DOS for review and comment.

The consultant team shall assist the Town in the selection of the construction subcontractor(s) from the bid respondents and in drafting a contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, MWBE requirements, a payment schedule (payments should be tied to project milestones), and a project cost.

Task 10 (DOS Task16): Construction Site Inspection

The consultant team shall conduct periodic site inspections and submit to the Town and DOS written summaries of progress including photo documentation and identification of problems to be addressed. After 70% of the work is completed, a progress report shall be prepared in collaboration with the contractor and include a punch list of any incomplete items and an estimated schedule for project completion.

Task 11 (DOS Task 17): Project Completion

Following satisfaction of punch list items, the consultant team shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by the licensed professional engineer, architect or landscape architect. The consultant team shall submit to the Town a set of certified as-built plans and a construction completion statement. Electronic copies of the same documents need to be submitted to DOS.

Task 12 (DOS Task 18): MWBE Reporting

In accordance with Attachment A-1, Part I, Section M, Paragraph 6, the Town is required to use the New York State Contract System (“NYSCS”) to record payments to consultant(s) and building contractor(s) (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement. The consultant team shall assist the Town in the preparation and submission of utilization plans in paper format, until submission is made available through the NYSCS and notification of such availability is provided by the State. Also, the consultant team shall reply promptly to any notifications (email) received from the New York State Contract System. Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Task 13 (DOS Task 19): Project Status Reports

The consultant team shall submit on a regular basis information necessary for the completion of updated project status report forms, including description of the work accomplished and schedule of completion of remaining tasks, and an explanation of any problems encountered.

Task 13: Project Attribution and Number of Copies

The consultant team must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department of State to the project. The materials must include the Department of State logo and the following acknowledgment:

"This (document, report, map, etc.) was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

The consultant team must submit to the DOS all required products, clearly labeled with the NYS Comptroller's contract number C1001174.

Unless otherwise specified during the project meeting, the consultant team shall submit products in the following formats:

- Draft products: one electronic copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented.

SUBMISSION OF PROPOSALS

All proposals must be received at the office below no later than 4 p.m. on, January 4, 2019. Sealed proposals (six paper copies and one CD) should be delivered to:

Town of Urbana
PO Box 186
Hammondsport, NY 14840

All inquiries concerning this Request for Proposals (RFP) should be made in writing and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be addressed to:

Town Clerk, Town of Urbana
PO Box 186
Hammondsport, NY 14840
Or email; clerk@townofurbana.com

no later than 4 pm on January 4, 2019

The Town of Urbana (the contracting agency) reserves the right to reject any and all proposals. All paper proposals must be typewritten and submitted on 8 ½” x 11” papers. Faxed and e-mailed proposals are unacceptable.

Proposals received after the scheduled date and time will not be accepted.

Proposal Content and Conditions

The Town will review all proposals received as a response to the RFP, in consultation with the Department of State.

The consultant team shall advise the Town in writing of its appointed representative (project manager) who shall be responsible for coordinating and advancing the services provided by the consultant team and to serve as its liaison. All communication with the Town, formal and informal, shall be directed to

Deanna Tompkins, Town Clerk

The submitted proposals must address each component of the RFP. Incomplete proposals that do not address each of the requested components, at a minimum, will not be accepted for review and consideration.

The proposal shall:

- Identify the proposer.
- Include a full description outlining how each item of the Scope of Work will be completed along with a schedule detailing when the items will be completed. Include milestones for the development and implementation of project deliverables and associated estimated costs. The project is to be completed before the end of 2022.
- Include the qualifications of each staff member or sub-consultant team who will be involved with this project and a description of their role in the project.
- Include a client list for at least three projects of similar scope and nature in the last five years, including contact name and phone number, and a brief description of projects. The Town reserves the right to obtain information from other sources.
- Include budget and expense information which details all costs including:
 - Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
 - Administrative costs for travel, postage, photocopying, printing and other related expenses must be detailed.
 - Estimates of expense for each of the tasks in the scope of work with assumptions.
- Include a Vendor Responsibility Form (enclosed).
- Provide a description of the Consultant team team’s current insurance coverage to meet or exceed the requirements detailed on the attachment entitled “Town of Urbana, Insurance Requirements for Contracts” (enclosed)
- Agree to indemnify, pay for the defense and hold harmless the Town, its officers, employees, volunteers and agents from any and all claims arising out of or associated with the performance of this Agreement.
- Include a signed Certificate of Non-Collusion (enclosed.)
- Include a signed Statement of Understanding Procurement Lobbyist Restrictions (enclosed).

- Include a Certification of Compliance with the Iran Divestment Act (enclosed).

Proposals Consideration

Only those proposals which contain complete information and are responsive to the RFP will be considered.

Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the Town's attention.

The Town reserves the following rights:

- to accept or reject any or all proposals;
- select a proposal other than the lowest cost proposal;
- extend the time period for selection of a Consultant team past the time period outlined in the RFP;
- to waive or modify minor irregularities in proposals received;
- to negotiate with proposers, within the proposal requirements, and the Department of State;
- to amend specifications after their release, with due notice given to all potential proposers to modify their proposals to reflect changed specifications;
- to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
- to award a contract for any or all parts of a proposal and to negotiate with the successful proposers(s).

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.

The Town will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve the Consultant team and its sub-contractors.

The Consultant team must comply with all provisions in the Contract between the New York State Department of State and Town of Urbana, including all appendices.

LIABILITY

The Town, its review committee will not be liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Town and appropriate review committee will not be liable for any costs incurred prior to approval of the contract.

EVALUATION PROCESS

The Town, its review committee and the Department of State will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant team having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

Selection Criteria

During the evaluation period, consultant teams who submit proposals in response to this RFP may be requested to present supplemental information based on the Town's and its review committee's evaluation procedures. This supplemental information will be included as a formal part of the Consultant team team's proposal.

At minimum, the following criteria will be used in evaluating consultant team responses:

- Quality and completeness of response
- Understanding of proposed scope of work
- Applicability of proposed alternatives or enhancements to the information requested
- Cost-effectiveness of the proposal
- Qualifications and relevant experience with respect to tasks to be performed
- Reputation among previous clients
- Ability to complete all project tasks within the allotted time and budget.
- Ability to meet Minority and Women-Owned Business Enterprises (MWBE) participation goals.

In reviewing proposals, the Town and its review committee will also consider how well each of the following criteria is addressed. These items are not listed in priority order nor is the evaluation process limited to these items.

The selection of a Consultant team for this effort will be based on the following criteria:

- **Technical Proposal:** Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
- **Relevant Experience:** The proposer must provide a client list of projects of similar scope and nature completed in the last five years. The proposer must demonstrate experience with New York State-based land use, local laws and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects on a CD/DVD is encouraged.
- **Implementation Schedule:** Proposals will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
- **Cost Proposal:** A Cost Proposal Outline organized to follow the outline of Scope of Work must be submitted; including personnel costs and reimbursable expenses.
- **Team Composition and Resumes:** The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience.
 - a) Team members will be evaluated based on relevant education, work experience and professional accreditation.
 - b) The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.

Notification of Award

The Town will notify the successful proposer by phone, followed by written confirmation. Each proposer whose proposal is not accepted will be notified in writing.

The Town will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the appropriate review committee and Department. In the event that a contract cannot be finalized within sixty (60) days of the award, the Town reserves the right to enter negotiations with the proposer which received the second highest evaluation.

The New York State Department of State must approve all consultant teams and sub-contractors.