

# REQUEST FOR PROPOSALS

## Design and Construction Plans and Construction Project Management for the Revitalization and Reconstruction of the Town of Rochester Town Hall Park

Notice is hereby given that Town of Rochester is soliciting proposals from qualified consultants to develop design and construction documents and to oversee construction project management for the revitalization and reconstruction of the Town of Rochester Town Hall Park.

Proposals must be received by **2:00 p.m., Monday, July 2, 2018** at the Town of Rochester Town Clerk office, located at 50 Scenic Rd. / PO Box 65, Accord, New York 12404.

To request a copy of the Request for Proposals document call or email:

Kathleen Gundberg  
Town Clerk  
Town of Rochester  
50 Scenic Rd.  
PO Box 65  
Accord, New York 12404  
845-626-7384  
[kgundberg@townofrochester.ny.gov](mailto:kgundberg@townofrochester.ny.gov)

The Town of Rochester reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of the Town.

*\*\* Proposals received after the designated time and date will be returned unopened \*\**

# **REQUEST FOR PROPOSALS**

## **Design and Construction Plans and Construction Project Management for the Revitalization and Reconstruction of the Town of Rochester Town Hall Park**

### **PROJECT OVERVIEW**

The Town of Rochester is soliciting proposals from qualified firms to develop design and construction documents, including preparation of survey documents, and to oversee construction project management for the revitalization and reconstruction of the Town of Rochester Town Hall Park.

The Town of Rochester Town Park is an existing municipal park consisting of a playground, pavilion, picnic area, youth baseball field, basketball court, volleyball court, and parking area. The park also serves as the beginning of a portion of the O&W Rail Trail. The Town of Rochester desires to contract with a project design and construction management firm(s) to coordinate with the Town for a revitalization and construction of the park.

A New York State CFA grant is desired through the Town of State Office of Parks, Recreation, and Historic Preservation or other grant source for the survey, engineering, design and construction documents and construction project management for the Town of Rochester Town Hall Park. All proposals are encouraged to identify any and all grants sources of funding for this project in their proposal.

The Town of Rochester desires to collaborate with a consulting firm to aid in the grant application, development of the project, preparation of a budget, and manage the construction for the project.

### **SCOPE OF PROJECT**

The scope of work consists of development of a grant application, architectural and engineering services to conduct assessment, prepare designs and construction documents for a town park, including preparation of survey documentation. Two or more firms may partner together to provide a proposal, however the proposal must be made as one independent proposal.

The project shall consist of a revitalization, redesign, and reconstruction of the Town of Rochester Town Hall Park. The successful consulting firm shall undertake an assessment of the existing facility and offer input and design as to the best effective use of space and offer what elements shall remain, what elements, shall be replaced, and what elements shall be added.

All bids shall include a proposed budget and timeline for a complete project from design phase to review phase to permitting phase to completion of construction. A full construction estimate of costs is expected to be included in this proposal for budgeting purposes.

A Project Advisory Committee and Town staff will collaborate with the chosen consulting firm during the design process. The consulting firm would aid the Town in selecting and securing subcontractors to complete the physical project and will serve as construction manager of the project.

Such design is expected to include the following park elements, but may not be reflective or inclusive of all elements of the final design:

1. O&W Rail Trail Access and Kiosk
2. Parking area(s) for those residents utilizing the park facility and the O&W Rail Trail
3. Landscaping
4. Lighting
5. Signage
6. Playground area and equipment (including that which is ADA compliant)
7. Pavilion and Picnic Area
8. Sports Facilities (baseball, multi-purpose field, basketball, tennis, etc.)
9. Fitness Course
10. Potential water access to the Rondout Creek

The selected consulting firm must comply with all terms and conditions of the Town's contract with the grant funding source for this work. The following tasks summarized in "Attachment A" must be completed by the selected consulting firm:

*Note: See "Attachment A" for full details relating to each Scope Item to be completed by the selected consulting firm (attached).*

## **RFP RESPONSE REQUIREMENTS**

The response to the RFP for professional engineering services and construction management services is required to contain the following information and not to exceed thirty (30) pages. The following qualifications and experience of the proposing firm will be required:

- The firm must have a minimum of five years of experience in the design and creation of construction documents and management of construction projects for similar work.
- A professional engineer or landscape architect licensed to practice in New York State is required.
- A list of recent and relevant experience in similar-type services and projects, including information such as project cost, size, location, owner, etc. Also provide reference information for the above including a project contact name, telephone number and address.
- Resumes of key individuals that will be assigned to the project.
- The firm must submit to the Town a statement indicating appropriate insurance policies, in an amount to be determined by the Town's insurance carrier, for Professional Liability (Errors and Omission) and General Liability; and Workmen's Compensation, NYS Unemployment and NYS Disability shall be carried by the proposer and all subcontractors.

## **CONSULTING FIRM SELECTION CRITERIA**

The selection of the consulting firm shall be based on both the proposal and an interview. The following criteria will be used in evaluating consultant responses:

- Quality and completeness of the response
- Familiarity with the NYS Consolidated Funding Application program or other grant funding sources.

- Understanding of the proposed scope of work
- Applicability of proposed alternatives or enhancements to information requested
- Cost-effectiveness of the proposal
- Qualifications and relevant experience with respect to the tasks to be performed
- Reputation among previous clients
- Ability to complete all project tasks within the allotted time and budget

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

## **CONSULTING FIRM FEE SCHEDULE**

The fee shall be in four parts;

1. Development of grant funding application(s)
2. Professional coordination of stakeholders meeting and input;
3. Professional architectural and engineering services to conduct assessment and survey, prepare designs and construction documents;
4. Professional management of the construction project management.
  - Although other vendors will be contracted for construction, please include a proposed detailed budget to accomplish a full and completed construction project.

The fee method and amount shall be placed in a separate sealed envelope. A contract and fee shall be negotiated with the first chosen responder. If not successful the Town will negotiate with the second choice responder.

The selected consultant shall provide a timeline for completeness of tasks as part of the RFP submission. Bid documents shall be prepared for Consulting Firms within an agreed upon timeframe between the Town of Rochester and the selected consultant after acceptance of completed design.

The Town of Rochester reserves the right and at its sole discretion to exercise, the following rights and options with respect to this Request for Proposals:

- 1) To reject any and all proposals;
- 2) To issue additional solicitations for proposals and/or amendments to this Request for Proposals;
- 3) To waive any irregularities in proposals received after notification to proposers affected;
- 4) To select any proposal as the basis for negotiations of a contract, including fees, and to negotiate with proposers for amendments or other modifications to their proposals;
- 5) To conduct investigations with respect to the qualifications of each proposer;
- 6) To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals and the negotiation and award of any contract;
- 7) To select the proposal that best satisfies the interests of the Town and not necessarily on the basis of price or any other single factor.
- 8) The Town of Rochester will not be liable for any costs incurred by any respondent in the preparation, submittal, presentation, submittal, presentation or revision of its submission; the Town will not be obligated to pay and will not pay any costs in connection with the preparation of such submissions. All submissions shall become the property of the Town of Rochester and will not be returned.

## **SUBMISSIONS SHALL INCLUDE THE FOLLOWING:**

1. The consultant's understanding of the project, and a description of your approach to the Scope of Work
2. Documentation on the firm and sub-consultants (if any), including qualifications to prepare scope of work.
3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work, particularly samples of those managed by the project manager assigned to this project. The Town is interested in design and construction documents, permits and cost estimates that the consultant has prepared for similar projects. Project name, phone number, and email address of client contact for the sample projects.
4. Demonstration of the consultant (or sub-consultant's) estimating accuracy by providing complete project cost estimate, low bid, and final construction cost for at least three projects that have been constructed.
5. A description of each staff member and sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person who will be designated as the day-to-day Project Manager.
6. A schedule detailing when each task will be completed, with a cost for each task.
7. Budget and expense information that details all project design and management costs, including:
  - i. Personnel expenses which state the name and title of each individual assigned to the project
  - ii. Their hourly rate and the number of estimated hours the individual will be working on the project
  - iii. The same information shall be submitted in detail for sub-consultants, if any.
8. Budget and projected cost information that details all project costs for the complete construction of the project, including all site work, permitting, landscaping, and materials costs.
9. Proposals must state how they reflect the priorities established in the NY Statewide Comprehensive Outdoor Recreation Plan (SCORP).
10. All projects will need to comply with the Uniform Fire Prevention and Building Code, the Americans with Disabilities Act, the State Labor Law, Workers' Compensation Law and State Historic Preservation Law.
11. MWBE Requirements: Pursuant to New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144, for the purposes of this procurement, the New York State Department of State establishes an overall goal of 20% for Minority and Women-Owned Business Enterprises ("MWBE") participation, 10% for Minority-Owned Business Enterprises ("MBE") participation and 10% for Women-Owned Business Enterprises (WBE) participation. For the purposes of meeting these participation goals, please identify whether the M/WBE will be the consultant, sub-consultant, or if a waiver will be requested.

The Town of Rochester is an equal opportunity employer. Any consultants and/or sub-consultants qualified and certified as Minority/Women Business Enterprises are encouraged to submit proposals. The awarded consultant and/or sub-consultants shall make a good faith effort to ensure that M/MBE is given the maximum opportunity to compete for any sub-contracts.

12. Indicate any additional assistance expected from the Town.

**PROPOSAL SUBMISSION**

Respondents are required to submit one (1) electronic, one (1) original and two (2) copies of their proposal. Proposals and attachments must be received no later than **2:00 p.m. on Monday, July 2, 2018** and should be addressed as follows:

Michael Baden, Town Supervisor  
RE: Town of Rochester Town Hall Town Park RFP  
Town of Rochester  
50 Scenic Rd.  
PO Box 65  
Accord, New York 12404

All inquiries should be addressed via email to the Town Supervisor, Michael Baden, at [mbaden@townofrochester.ny.gov](mailto:mbaden@townofrochester.ny.gov) and received no later than 4:00pm June 28, 2018.

## ATTACHMENT A - WORK PLAN

**Contractor:** Town of Rochester

**Program Contact Person:** Michael Baden, Town Supervisor

**Phone:** 845-626-3043

**Fax:** 845-626-3702

**Email:** [mbaden@townofrochester.ny.gov](mailto:mbaden@townofrochester.ny.gov)

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### 1. Project Components

#### Task 1: Request for Proposals

The Town shall draft a Request for Proposals (RFP) including a complete project description with site conditions, expected final results, and criteria for selecting a preferred proposal.

Products: Approved RFP released through advertisement in local papers, the New York State Contract Reporter, and other appropriate means.

#### Task 2: Consulting Firm Selection and Compliance with Procurement Requirements

The Town shall review all proposals received as a result of the RFP. At a minimum, the following criteria are suggested for use in evaluating consultant responses:

- Quality and completeness of the response.
- Understanding of the proposed scope of work.
- Applicability of proposed alternatives or enhancements to information requested.
- Cost-effectiveness of the proposal.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.

Incomplete proposals that do not address all of the requested components should not be accepted for review and consideration.

For preparation/certification of final designs and construction documents, and for supervision of construction, a licensed professional engineer, architect or landscape architect licensed to practice in New York State is required.

The municipal attorney shall certify in writing to the Town that applicable provisions of General Municipal Law were fully complied with.

Products: Consultant(s) selected by the Town written certification of compliance with procurement procedures.

Task 3: Grant Application

The Town, utilizing information provided by and with the assistance of the Consulting Firm, shall complete a grant application(s).

Products: CFA or other grant applications

Task 4: Grant Award

Products: Notification to the Town of a successful awarding of the grant funding

Task 5: Project Kick-off Meeting

The Consulting Firm, the Town, project partners and any other appropriate entities shall hold an initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project kick-off meeting. The Consulting Firm, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Town approval of the proposed approach as outlined in the meeting summary.

Products: Project kick-off meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 6: Project Advisory Committee

The Consulting Firm and the Town shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community based organizations. A draft list of proposed members shall be circulated to the Town for review and approval prior to establishment of the committee.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

Task 7: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The Consulting Firm or its consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, identification and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, pedestrian, bicycle, etc.) that serve or are located near the site

- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities
- Identification of existing structures and amenities with a determination of which shall remain, if any

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project kick-off meeting.

#### B. Schematic Designs

The Consulting Firm or its consultant(s) shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following:

- 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 Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

Unless otherwise specified during the project kick-off meeting, the Consulting Firm or its subcontractor(s) shall prepare a minimum of three alternative schematic designs for review by the project advisory committee and the Town.

In consultation with the Town and the project advisory committee, the Consulting Firm shall select one of the alternative schematic designs as the basis for final design and engineering/construction plans and specifications, or shall work with the subcontractors(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. Final design and engineering/construction plans and specifications shall be prepared based on the selected schematic design.

Products: Alternative schematic designs. Schematic design alternative selected.

#### Task 8: Second Project Meeting

In consultation with the Town, the Consulting Firm shall hold a second project meeting with the consultant(s), and other project partners as appropriate, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project. The consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Town approval of the proposed approach as outlined in the meeting summary.

Products: Second project meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 9: Public Meeting

In consultation with the Town, a public information meeting shall be conducted 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 for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared and submitted to the Town.

Task 10: Construction Requirement Analysis

The Consulting Firm or its consultant(s) shall prepare an 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 and the Town for review. A pre-permitting meeting with the Town and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Town approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

Task 11: Environmental Quality Review

The Consulting Firm or its consultant(s) shall prepare all documents necessary 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.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

Task 12: Draft Final Design

The Consulting Firm or its consultant(s) shall prepare a draft final design based on the selected schematic design alternative. The draft final design shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project kick-off meeting. The draft final design shall be provided to the Town and the project advisory committee for review at least two weeks prior to the due date for comments. Town comments must be addressed to the satisfaction of the Town in subsequent revisions of the products and the final design.

Products: Draft final design and supporting materials.

Task 13: Final Design and Construction Documents

The Consulting Firm or its consultant(s) shall prepare the final design and construction drawings, plans, specifications, and cost estimates. The final design and construction documents shall be provided to the Town and the project advisory committee for review at least two weeks prior to the due date for comments. Final design and construction documents are subject to approval by the Town. These documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect.

#### Task 14: Permits

After the final design and construction documents have been approved by the Town, the Consulting Firm or its consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the Town and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Consulting Firm or its consultant(s) shall submit all applications to the Town for review and comment.

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

- federal agencies such as the United States Army Corps of Engineers;
- the Town, pursuant to the consistency provisions of the federal Coastal Zone Management Act;
- 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, city, town, village, or special purpose district, including but not limited to: town boards, boards of trustees, or city councils; planning commissions, boards or Towns; and/or building or health officials.

Prior to construction the Consulting Firm or its subcontractors(s) 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 Town upon receipt.

Products: All required permits and approvals received.

Written certification of compliance with floodplain management regulations, if applicable.

#### Task 15: Request for Proposals

The Consulting Firm shall draft a Request for Proposals (RFP) for subcontractors to construct the project, including a complete project description with site conditions, expected final results, a schedule for completion, and criteria for selecting a preferred proposal. The Consulting Firm shall submit the RFP to the Town for review and approval prior to release for solicitation of proposals.

Products: Approved RFP released through advertisement in local papers, the New York State Contract Reporter, and other appropriate means.

#### Task 16: Subcontract Preparation and Execution

The Consulting Firm shall prepare a draft subcontract or subcontracts to conduct project work with the subcontractor(s) selected. The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to receipt of products), and a project cost. The subcontract(s) shall specify the composition of the entire consultant team, including firm name and area of responsibility/expertise, and those professionals from the consultant team or consulting firm that will be directly involved in specific project tasks. The Consulting

Firm shall submit the draft subcontract(s) to the Town for review and approval, and shall incorporate the Town's comments in the final subcontract(s). A copy of the final, executed subcontract shall be submitted to the Town.

Products: Draft and final, executed consultant subcontracts.

#### Task 17: MWBE Quarterly Reports

The Consulting Firm and its consultants and/or contractors shall submit MWBE Quarterly Reports (every March 31, June 30, September 30, and December 31) on the form provided, including a breakdown of payments issued to state-certified MWBE firms during the quarter.

Products: MWBE reports submitted to DOS during the life of the contract.

#### Task 18: Project Status Reports

The Consulting Firm or its consultant(s) shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to DOS during the life of the contract.

#### Task 19: Final Project Summary Report and Measurable Results forms

The Consulting Firm or its consultant(s) shall work with the Town project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to DOS.

## **2. Project Management Responsibilities**

The Consulting Firm shall administer the grant, execute a contract with the Town, and ensure the completion of work in accordance with the approved Work Plan. Unless otherwise specified in the Project Description or under Project Components, the Consulting Firm and/or its approved consultant(s) or subcontractors(s) shall conduct all work as described in the component tasks.

The Consulting Firm:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Town.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subcontractors.
- will certify to the Town that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Town for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.

- will keep the Town informed of all important meetings for the duration of this contract.
- will receive approval from the Town before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced reflect the Town logo, feature the Secretary of State and the Governor, and acknowledge the contributions of the Town to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract #.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Town and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Town will not be reimbursed unless and until the Town finds the work or products to be acceptable.

The Town:

- will review and approve or disapprove of subcontracts between the Consulting Firm and consultant(s) and any other subcontractor(s).
- will participate in initial project kick-off meeting and subsequent meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents before construction may begin.
- will do such work “in-house” as may be agreed upon mutual agreement of the Town and the Consulting Firm.