



CITY OF ALBANY

**DGS - DIVISION OF ENGINEERING
ONE CONNERS BOULEVARD
ALBANY, NY 12204**

**REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL / ENGINEERING SERVICES**

**PROPOSALS DUE: FRIDAY DECEMBER 23, 2016
AT 12:00 PM NOON**

**GENERAL CONSTRUCTION
RESTORATION & IMPROVEMENTS PROJECT TO
VARIOUS CITY OWNED BUILDINGS - 2017
ALBANY, NEW YORK**

DECEMBER 7, 2016

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF
ARCHITECTURAL / ENGINEERING SERVICES**

December 7, 2016

SECTION 1: PURPOSE

1.1 The City of Albany requests proposals from qualified Architectural / Engineering firms to provide professional services for general construction and improvements to the following City owned buildings:

- Albany Fire Department Headquarters – 26 Broad Street
- Engine #1 – 365 Washington Avenue
- Lincoln Park Bath House – 164 Delaware Avenue
- Engine #11 – 441 New Scotland Avenue

Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals.

SECTION 2: RECEIPT OF PROPOSALS

2.1 Three (3) copies of the Proposal must be received in a sealed envelope marked "Proposal Enclosed - Professional Services – General Construction, Restoration & Improvements Project to Various City Owned Buildings - 2017" no later than **December 23, 2016 at 12:00 noon** at the following address:

Department of General Services
Engineering Division
One Richard Connors Boulevard
Albany, NY 12204
Attn: Patrick J. McCutcheon

2.2 Each proposal submitted will be the document upon which the City of Albany will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the requested services.

2.3 Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.

- 2.4 Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- 2.5 The City of Albany reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- 2.6 The City of Albany reserves the right to award the work, in whole or in part, to one or more firms and individuals.
- 2.7 Any award of the work shall be conditioned on the later execution of a formal written contract. The City of Albany reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.

SECTION 3: QUALIFICATIONS OF PROPOSER:

- 3.1 Each proposer shall provide a statement of qualifications including:
 - A) A brief history and description of the firm submitting the proposal.
 - B) Identification of the firm's professional staff members who will be assigned to this project if the firm's proposal is selected. Include a resume for each such professional staff member that details qualifications, years and types of experience, education, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this engagement if the firm's proposal is selected.
 - C) At least three (3) references, including contact person(s), addresses, and telephone numbers.
 - D) A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm.
 - E) A summary of the firm's general experience in building restoration and repair projects, including projects on historically significant buildings.
 - F) Any additional information which would serve to distinguish the firm from other firms submitting proposals such as examples of work on projects similar to the project contemplated by this RFP, any special expertise or experience of the firm, etc.
- 3.2 The City of Albany may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated

by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Albany.

SECTION 4: SCOPE OF SERVICES:

4.1 GENERAL:

The selected firm will be responsible for providing all data collection, plan development, and architectural / engineering services as required. Based on our limited site investigations, the City of Albany has developed a preliminary scope of work for each location. This information is provided for information and proposal purposes only and does not limit the obligation of the successful firm from providing a comprehensive condition survey and rehabilitation design. Each proposing firm is expected to visit each project site prior to submitting their proposal to review this preliminary scope of work against the actual building conditions.

The following information is provided for your information:

Albany Fire Department Headquarters – 26 Broad Street

The Albany Fire Department Headquarters (aka South End Fire House) was opened April 30, 1991. This station is located at Morton Avenue and South Pearl Street and also houses Engine 5, Ladder 1 and a Battalion Chief.

This building also houses the Department's supply room on the apparatus level and is the home of the Albany Fire Department Headquarters on the second floor, Broad Street side of the building.

The scope of work would be to replace the existing standing seam roof located along the Morton Avenue side of the headquarters. The roof shall match the standing seam roof located along the Broad Street side of the building that was recently installed (2015) and was manufactured by Petersen Aluminum Corporation (Tite-Loc). Also included will be the replacement of a small EPDM roof directly adjacent to the proposed metal roof.

Engine #1 – 365 Washington Avenue

Engine #1 is located at the point of Western and Washington Avenues. It currently houses Engine #1 and Rescue #1. This building was erected in 1892. This structure was refurbished in the late 30's and again in 1995.

Presently at Engine #1 there is a mop closet and an adjacent restroom off the apparatus bay. The floors in these two areas are failing. The floor is made up of reinforced concrete and mosaic floor tile. The walls are plaster with metal wire lath. It is suspected that there may be asbestos containing materials (ACM) in these two areas. The successful proposer will need to provide a hazardous condition survey.

The scope of work would be to repair the floor structure and renovate both the mop closet and restroom in their entirety. This would include new finishes, fixtures, plumbing and electrical. Hazardous material removal would be part of the contractors work scope.

Lincoln Park Bath House – 164 Delaware Avenue

The original pool house was thought to be built around 1915 and was completely gutter and renovated in 2001. However, the 2001 renovation did not include the restoration of the existing windows. The present exterior windows (approximately 60 ea.) are in need of replacement and /or restoration. There are several types of window configurations in this building including single hung, double hung and palladium. Some windows incorporate translucent glass.

The scope of work would include making recommendations on whether to repair and / or replace the existing exterior windows, trims and balances. The work would not include transoms and sidelights that surround doors nor does it include any interior windows.

Engine #11 – 441 New Scotland Avenue

Engine #11 is located at the corner of New Scotland Avenue and Maplewood Street. This building was constructed in 1926 and opened in April 1927

The existing passage door located on Maplewood Avenue is failing. The existing door is made up of solid wood 5/4 tongue & groove hardwood as is the existing frame. The City wishes to replace the entire door, frame and hardware in kind with an emphasis on ornate hardware. It is suspected that there may be asbestos containing materials (ACM) in this area. The successful proposer will need to provide a hazardous condition survey.

The lighting at the apparatus bay doors are not period light for this style of building. Make recommendations for replacement.

4.2 PROGRAM DEVELOPMENT PHASE :

- A) Attend a project kick-off meeting with the City of Albany to review the project objectives, goals, and project schedule.
- B) Review available drawings for the subject buildings.
- C) Conduct condition surveys at each of the proposed project sites. Condition survey shall include, but not be limited to: a comprehensive inspection, completion of all necessary field measurements, evaluation of structural system and wall systems.
- D) Identify any regulatory permits and/or approvals required.
- E) Conduct a survey to identify the presence of hazardous materials, including asbestos, lead paint, etc. that will affect the completion of this project and test to identify any hazardous building materials. For the purposes of this proposal, please assume four (4) samples for testing.
- F) Prepare a report summarizing the above work and attend meetings with City officials to discuss the findings of the report and field investigations.
- G) Prepare existing condition plans, develop the program for rehabilitation of the various buildings, and prepare a budgetary cost estimate for the work.
- H) Meet with representatives of the Albany Historic Commission as necessary to review proposed design.

4.3 DESIGN DEVELOPMENT PHASE:

- A) Prepare 60% complete drawings and outline specifications for the renovation at each location.
- B) Prepare a detailed cost estimate for each location, including contingency and soft costs. If the cost estimate is not within the project budget (\$420,000.00), modify and prioritize the scope of the work prior to completing this design phase. Identify any self-help items that could be performed by City Maintenance personnel.
- C) Prepare outline specification defining all construction materials, components, and systems.
- D) Attend meetings with City staff to review the design development submittal.

4.4 CONTRACT DOCUMENT PHASE:

- A) Provide the City of Albany with final construction drawings, including abatement and/or encapsulation of hazardous materials and structural modifications, for distribution to prospective bidders and City use.
- B) Prepare a Project Manual for the construction contract including technical specifications and City provided front-end documents.
- C) Prepare a final cost estimate.
- D) Submit copies of 100% completed Contract Documents to the City for review and make any necessary modifications prior to bidding the project.

4.5 BID PHASE:

- A) Provide the City with Final Contract Documents for distribution to prospective bidders and for the City's use.
- B) Attend a pre-bid meeting to explain the project to prospective bidders and answer any questions.
- C) Issue any necessary addendum(s) to clarify questions related to the project and Contract Documents.
- D) Assist the City with the evaluation of bids and make a recommendation regarding the award of the contract.

4.6 CONTRACT OBSERVATION AND ADMINISTRATION PHASE:

- A) Attend the pre-construction meeting and semi-monthly project meetings.
- B) Make site visits as necessary to review the status and quality of the work for conformance to the Contract Documents, to resolve the contractors RFI's and to review necessary filed changes.
- C) Review material submissions, shop drawings, and samples for conformance with the Contract Documents.
- D) Coordinate the selection of all material colors and finishes.
- E) Review and approve Contractor's applications for payment.

- F) Prepare and issue meeting minutes for all meetings, review and negotiate Contractor's change proposals, provide interpretations of the Contract Documents, respond to Requests for Information, etc.
- G) Issue a Notice of Substantial Completion with a punch list of all items that are not satisfactorily completed.
- H) Assist the City with project closeout, including final inspection and follow-up to ensure satisfactory completion of punch list items.
- I) Perform a follow-up inspection of the improvements ten (10) months after completion of the project. Inform the City and Contractor in writing of any items requiring correction.

4.7 PROJECT ADMINISTRATION:

- A) The City of Albany Department of General Services, Engineering Division will administer the project under the direction of Randall Milano, P.E. City Engineer. Patrick McCutcheon will be the Project Manager.

4.8 PROJECTED PROJECT SCHEDULE:

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|---|--------------------|
| Notice to Proceed:..... | January 2, 2017 |
| Program Report..... | January 23, 2017 |
| Design Development (60%) | February 20, 2017 |
| Construction Documents (99%) | March 24, 2017 |
| Final Contract Documents to City: | March 31, 2017 |
| Bid Advertisement | April 4, 2017 |
| Bid Opening | May 2, 2017 |
| Contract Award | May 16, 2017 |
| Contractor Start..... | June 5, 2017 |
| Substantial Completion | September 30, 2017 |
| Final Completion | October 13, 2017 |

4.9 PROJECT Deliverables:

The following deliverables shall be submitted to the City for review:

- Program Development Report:Three (3) copies
- Design Development Documents:Three (3) copies
- Final Contract Documents:Fifteen (15) copies on compact disk in pdf format and 3 hard copies.
- As-Built Contract Documents..... One (1) copy on compact disk in pdf format.

SECTION 5: WORK PROPOSAL:

- 5.1 Address the Scope of Services referenced in Section 4 above, including a detailed work plan and project approach that includes task definitions and methodology, milestones, project schedule, and executed Non-Collusive Proposal Certificate.

SECTION 6: COST PROPOSAL:

- 6.1 Provide the proposed cost breakdown for each services set forth in Section 4, Subsections 4.1 through 4.9.
- 6.2 Clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must, however, provide a guarantee that no additional fees will be charged to the City of Albany without prior written consent by the City.

SECTION 7: DESIGN DELEGATION

- 7.1 Unless noted otherwise, the selected proposer will be responsible for the design and certification of all components of this project. Design delegation to the contractor of any component of this project is strictly prohibited without prior written consent from the City of Albany. It is critical that the Consultant takes complete responsibility for the design of the work and avoids delegation of design to others.
- 7.2 If the Consultant wants to delegate design, he/she will request in a letter to the City Engineer that delegation be authorized, explain specifically why for each case, and state that the work is ancillary to the project. The City Engineer will review the request and provide a written reply. In the event the request is denied, no additional compensation will be paid to the Consultant.
- 7.3 In all cases when design is delegated, the Consultant shall provide the layout, loading, performance requirements, geometry, referenced standards and all other design parameters required so the Contractor's design professional is able to design the components or systems. The Consultant shall be responsible to review and approve the contractor's submittal for conformance with the design concept.

SECTION 8: CONTRACT:

- 8.1 The selected proposer(s) will be required to execute a contract with the City of Albany. A sample City of Albany Professional Services Agreement has been included for review.

SECTION 9: PROPOSAL EVALUATION:

- 9.1 Proposals shall remain valid until the execution of a contract by the City of Albany or April 15, 2017 whichever comes first.
- 9.2 Proposals shall be examined and evaluated by the City of Albany, Engineering Division and the Corporation Counsel's Office to determine whether each proposal meets the requirements of this RFP. A recommendation will be made for a contract award based on the following criteria:
- ❖ Proposer's demonstrated capabilities, professional qualifications, and experience.
 - ❖ The wherewithal of the proposer(s) to render the requested services to the City in a timely fashion.
 - ❖ Total proposed cost.
 - ❖ Completeness of the proposal.
- 9.3 The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to experience in the areas required and the track record of the proposer(s).

SECTION 10: ALTERNATIVES:

- 10.1 Proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternatives matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION:

- 11.1 The selected proposer will be required to defend, indemnify, and save harmless the City of Albany, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

SECTION 12: REQUEST FOR PROPOSAL CLARIFICATION:

- 12.1 All inquiries with respect to this Request for Proposals shall be directed to Patrick McCutcheon at the following address:

DGS Division of Engineering
One Conners Blvd.
Albany, NY 12204
Phone: (518) 434-2387
Fax: (518) 434-5696
E-mail: pmccutcheon@albanyny.gov

- 12.1 All questions about the meaning or intent of the specifications shall be submitted in writing to the individual referenced above in Section 12.1. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS:

- 13.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- 13.2 If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its proposal, that proposer may withdraw its proposal. Thereafter, that proposer will be disqualified from further proposal on the work.

SECTION 14: INSURANCE AND SECURITY REQUIREMENTS:

- 14.1 The selected proposer will be required to procure and maintain at its own expense the following insurance coverage:
- (a) Workers' Compensation and Employer's Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries.

- (b) General Liability Insurance: A policy or policies of comprehensive general liability insurance with limits of not less than one million dollars (\$1,000,000.00).
 - (c) Errors and Omissions Insurance: A policy or policies of errors and omissions insurance with limits of not less than one million dollars (\$1,000,000.00).
 - (d) Automobile Liability Insurance: A policy or policies of comprehensive automobile liability insurance with limits of not less than \$1,000,000 for each accident because of bodily injury, sickness, or disease, including death at any time, resulting therefrom, sustained by any person caused by accident; and a policy or policies with limits of not less than \$1,000,000 for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobiles.
- 14.2 Each policy of insurance required shall be in form and content satisfactory to the City of Albany, and shall provide that:
- (a) The City of Albany is named as additional insured on a primary and non-contributing basis.
 - (b) Said insurance must be issued by an insurer licensed to do business in the State of New York and must have an A.M. Best rating of not less than "A".
 - (c) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the City of Albany.
 - (d) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Albany is given sixty (60) days written notice to the contrary.
- 14.3 No work shall commence under the contract until the selected proposer has delivered to the City of Albany or its designee proof of issuance of all policies of insurance required by the Contract to be procured by the selected proposer. If at any time, any of said policies shall be or become unsatisfactory to the City, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the City for approval. Upon failure of the selected proposer to furnish, deliver, and maintain such insurance as above provided, the contract may, at the election of the City, be declared suspended, discontinued or terminated. Failure of the selected

proposer to procure and maintain any required insurance shall not relieve the selected proposer from any liability under the contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected proposer concerning indemnification.

NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal 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 proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(printed name and title)

(name of firm)