



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**

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

DECEMBER 5, 2016

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

December 5, 2016

SECTION 1: PURPOSE

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

- Albany Visitors Center – 25 Quackenbush Square
- Obelisk Repair – State Street & Eagle Street
- City Hall – 23 Eagle Street
- Engine #9 – 360 Delaware 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 – Masonry 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 masonry 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 to renovate the masonry systems. 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 masonry 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 Visitors Center – Quackenbush Square

The Albany Visitors Center is located near the intersection of Broadway and Clinton Avenue. The current building was once part of a pump house system that serviced the City of Albany.

In 1873 the City bought land at the corner of Montgomery and Quackenbush Streets. Local architect Edward Ogden designed the main block of the current building, and it was built later in the year. It had room for two steam-driven pumps that could move river water to Bleecker Reservoir (now Bleecker Stadium) west of the city. A neighboring house was demolished and a boiler house built on its site.

The pump station was expanded in 1895, and again two years later, with the present wings added and another nearby house taken over for office use. Three more pumps were put in service, and the building complex had assumed its current form.

The station continued to draw river water for the city for the next three decades. In 1935, Alcove Reservoir was built south of the city, and Albany's water needs were finally satisfied for the long term. The station pumped its last water in 1937.

The station remained in city hands, and was used by the city's water department primarily as a storage facility after it was taken offline. Four decades after that, in 1977, it was extensively renovated. It continued to be used for storage, and suffered structural neglect and decline.

A major renovation / restoration project took place in 1991 – 1992 that now houses Albany Heritage Area Visitors Center, the Albany County Convention & Visitors Bureau as well as the Henry Hudson Planetarium.

The existing brick masonry façade running along the west side of the business offices is showing signs of joint erosion and water infiltration. The intent of this scope of work would be to completely repoint this side of the building with several smaller areas to be restored. The work would also include repointing the buried foundation wall and installing a moisture barrier system.

Obelisk – State Street and Eagle Street

A series of lighted obelisk were designed by Creighton Manning Engineering for the State Street Reconstruction Project in 2011. The core of the obelisk is made up of reinforced cast-in-place concrete with a brick masonry veneer and limestone coping stones and ring stones. Sometime in 2014 the base of the obelisk located at the southeast corner of State Street and Eagle Street was damaged by an automobile. Most of the damage is located at the base of the obelisk. The scope of work will be to repair the damaged obelisk. It may be necessary to remove the surrounding sidewalk and possibly some of the adjacent limestone to make these repairs.

City Hall – Eagle Street

Henry Hobson Richardson, the construction of City Hall was completed in 1883. Albany City Hall has been acclaimed by critics as one of the most beautiful buildings in America and was added to the National Register of Historic Places in 1972. The building is a load-bearing masonry design laid out in a rectangle, with a 202-foot (62 m) tall, Venetian-style tower on its southwest corner topped with a pyramidal roof. The main structure is three-and-a-half stories tall and the front (west) face is nine bays wide. The exterior walls are rusticated Milford (Rhode Island) granite with Longmeadow (Massachusetts) brownstone trim. The entranceway is a simple triple-arch loggia; other design elements on the front façade are limited to its windows and a quadruple-arch balcony off the Common Council chamber. The building is simultaneously noted for its general simplicity and care for small details, especially its intricate carvings. The entranceway is flanked by multiple tiers of relief sculpture and gargoyles.

After years of thermal expansion & contraction, moisture intrusion, road salts, exposure to weather may have cause changes in shade or coloration. Polluted air, acidic and sulfuric rainwater may have caused changes in appearance. Serious and repeated environmental attacks, combined with freeze-thaw action may cause spalling and slow deterioration of the bases, columns and steps at the main entrance. Minor repairs made to these items have or are failing. The scope of work will include restoration of the items back to near original condition. Handrails shall also be included in the work scope.

Engine #9 – 360 Delaware Avenue

This ornate structure was built in 1912 at Delaware Avenue and Marshall Street. This building received some remodeling in the late 30's. However, these quarters were extensively remodeled in 1991.

There is terracotta elements locate on the exterior of the building of which are terracotta arches located at the two apparatus bay doors. One of the bay door arches has a crack in one of the terracotta blocks. The crack is thought to be caused by water infiltration / thermal expansion and contraction.

The scope of work would be to remove and repair or replace this cracked block. The City feels that a temporary structural support of the arch while the block is repaired and/or replace will be required. The design of the temporary support shall be by a NYSPE.

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 masonry 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 (\$305,000.00), 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 contractor's 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:

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)