

REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION DOCUMENTS FOR MAIN STREET STREETScape IMPROVEMENTS CITY OF PEEKSKILL, NEW YORK

DUE: December 3, 2019 at 11:00am

Responses must be submitted in a sealed package to:

Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

For questions about this RFP, please contact Michael Hagerty at (914) 734-4212 or
mhagerty@cityofpeekskill.com

I. PROJECT DESCRIPTION AND SCOPE OF WORK

The City of Peekskill is requesting proposals from qualified consultants to prepare construction documents for streetscape improvements (including plans, technical specifications and survey work, if needed), and provide inspection assistance. A grant has been awarded through the NY Dormitory Authority to fund bid documents, construction, and inspection services. The project area is the north side (approximately 700 linear feet) of Main Street (Route 6) which is the main thoroughfare through downtown Peekskill (see attached map). The work will include curbs and sidewalks (where deteriorated and in disrepair), new brick pavers (where deteriorated and missing), decorative LED streetlights to match existing lights in downtown, and trees and benches where needed.

The existing cobra head lights will remain in place. The consultant will confirm if sidewalk cellar doors require replacement, and if there are any issues with cellar vaults to complete the work. The consultant will coordinate with Con Edison on the routing for lighting conduit and wiring, as well as verification of power source requirements. The construction documents will be publicly bid and awarded. In addition to this engineering work, the consultant will provide a fee to assist the City with bid review and with inspection during construction.

Planning staff will manage the grant and prepare the contract and construction documents. The consultant will make a presentation to the Common Council and the public upon completion of construction documents. City Public Works and Planning staff will assist the consultant by making inspection site visits.

The consultant shall estimate the duration of construction and submit with this proposal hourly rates and a price for these basic inspection services:

1. Attend pre-construction meeting and progress meetings, when requested.
2. Review the General Contractor's schedule to deliver project on time and within budget.
3. Respond to Requests for Information submitted by the General Contractor.
4. Monitor the General Contractor's efforts to maintain traffic.
5. Review change order requests.
6. Perform periodic construction observations to verify conformance with plans and to witness specific testing.
7. Review each General Contractor submittal (shop drawings, etc.) for conformance with plans.
8. Prepare periodic inspection reports and punch lists.
9. Review and certify the General Contractor's applications for payment
10. Construction close out support.

The consultant shall identify permits needed to construct the project, and prepare permit applications if this work is not assigned to the contractor. Consultant will be responsible for modifying final plans if revisions are required to obtain permits.

A new concrete sidewalk, curbs, and new brick pavers were installed a few months ago on 112 linear feet of this block by private developer Kearney Development, as part of the Lofts on Main mixed use project. The grant will fund the installation of trees, decorative lights and benches where needed along this section, but the major infrastructure work on public property fronting 922 Main Street has been completed with private funds. The majority of this project involves approximately 700 linear feet of infrastructure work on either side of the Lofts on Main.

Total grant funding for engineering, survey, inspection, electrical work, and to purchase and install all components to complete the project is \$250,000. Only in-kind services will be provided by the City, not additional funding. No State or Federal regulations apply to this project except to pay prevailing wage rates. The consultant must comply with all terms and conditions of the City's contract with the NYS Dormitory Authority for this work. NYS-certified Minority and Women-Owned Business Enterprises (M/WBE) are strongly encouraged to apply.

The deliverables will include an electronic PDF, and three (3) full-sized hard copies of the plan sheets and survey, if needed. Plans must be signed and sealed by a NYS licensed engineer. You are encouraged to visit the site before submitting your proposal. No formal site visit is scheduled.

II. SUBMITTAL REQUIREMENTS

The following must be included in your submittal:

1. Describe your intended approach to meet the scope of work outlined in this RFP.
2. Provide a description of the firm's similar project experience. If a sub-consultant will be used, provide the name and address of the firm, and a description of their area of responsibility and prior work experience.
3. Identify the Project Manager/project contact and his/her experience with similar projects in a project manager role.

4. Provide the name, phone number and email address of at least three (3) references for similar project work.
5. Propose a time schedule for completion of this scope of work, with a target bid date of late winter 2020.
6. Submit the Fee Schedule table shown below, and the billing rates for those working on this project:
 - All reimbursable expenses for the services described in this Scope of Work should be included in the fixed fee.
 - Consultant will meet with City representatives on an as-needed basis to complete the scope of work. No presentations will be required.
 - Fee should consider the total project budget of \$250,000 for engineering, survey, inspection, electrical work and to purchase and install all components.
7. Indicate whether you or a sub-consultant is a NYS-certified Minority and Women-Owned Business Enterprise (M/WBE), and the M/WBE's fee as a percentage of the total fee.
8. Indicate additional assistance expected from the City, if any.

III. FEE SCHEDULE:

Work Item	Cost	Completion Period
Contract Execution	-----	Week 1
Survey, if needed	\$	
Construction Documents and Cost Estimate	\$	
Presentation and Bid Review	\$	
Total	\$	
M/WBE fee as a % of total	%	N/A
Inspection assistance cost with number of months for construction		

IV. RFP SUBMISSION PROCEDURE:

Applicants will submit three (3) sealed copies and one (1) flash drive of the proposal by 11 a.m. on December 3, 2019, and containing an original signature and date. Any submission sent by any form of transmission after the deadline will not be accepted.

Submissions must be sent to the following address:

Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

Any questions or requests for additional information regarding this RFP must be in writing via mail or e-mail directed to Michael Hagerty (mhagerty@cityofpeekskill.com) and received by November 18, 2019 at 10 a.m. Inquiries must include the subject line “Main Street Streetscape Improvements RFP.” Please include your name, company address, phone number, and e-mail address. Responses will be provided on the City website by November 20, 2019. The City of Peekskill is not responsible for any failure in the delivery of an inquiry.

V. REVIEW AND SELECTION PROCESS:

The City will review proposals, conduct interviews, and hire a consultant to perform the required work, based on the following:

- Proposal quality and completeness
- Approach to completing the Scope of Work
- Qualifications and applicability of previous projects
- References
- Schedule
- Total Fee, and M/WBE’s percentage of total

The City will award the contract to the consultant who is the most qualified and whose proposal best achieves City needs.

The City reserves the right to authorize all or part of the work requested in this RFP, and to reject any or all proposals according to the best interests of the City.

Anticipated schedule:

- Availability of RFP: Tuesday, October 31, 2019
- All questions due by email: Monday, November 18 at 10 a.m.

- Responses to questions posted on City website: Wednesday, November 20, 2019
- Proposals due: Tuesday, December 3, 2019 at 11 a.m.
- Interviews conducted: Thursday, December 5, 2019 to Monday, December 9, 2019
- Recommendation to City Council: Monday, December 16, 2019
- Contract Award: Monday, December 23, 2019

VI. OTHER INFORMATION:

- The City will prepare the front end boiler plate portion of the bid document, except for the Measurement and Payment section for site work and the bid sheet, which will be the responsibility of the consultant.
- Selected consultant will be required to provide workers' compensation and liability insurance as required by the City, listing the City of Peekskill as an "additional insured."
- The City of Peekskill is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.
- This RFP can be found on-line at www.cityofpeekskill.com/bids-rfps.

PROJECT AREA MAP

