REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION INSPECTION FOR THE CHARLES POINT TRAIL
CONSTRUCTION PROJECT

CITY OF PEEKSKILL, NEW YORK
IN CONNECTION WITH BID #2018-003

DUE: MAY 18, 2018 | 11 AM

SEALED PROPOSALS SHALL BE MAILED OR HAND DELIVERED TO:

CITY CLERK
CITY OF PEEKSKILL
840 MAIN STREET
PEEKSKILL, NY 10566

Respondents must submit three (3) paper copies and one (1) electronic copy (PDF format on a USB flash drive) of the proposal addressed to the City Clerk in a single sealed envelope marked, “RFP Charles Point Trail Construction Inspection.”

Any and all questions about this RFP must be made in writing and submitted to Jesica Youngblood, City Planner at jyoungblood@cityofpeekskill.com no later than 11 AM, May 8, 2018.

The City of Peekskill specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or entirely this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Peekskill.

This Project is funded by Title 11 of the New York State Environmental Protection Fund as administered by the New York State Department of State (Contract number C1000729). The scope of work for the Contractor’s construction project is more fully described in the Technical Specifications and on the Contract Plans as part of the Bid Documents package, which can be obtained upon payment of $10.00 for a USB flash drive from the Department of City Services. This is a non-refundable fee. No paper copies will be distributed.

A. Project Description
The City of Peekskill (“City”) seeks a qualified consultant (“Consultant”) meeting all of the requirements listed herein and experienced in construction administration and/or inspection services for a grant-funded project awarded by the State of New York. This Request for Proposals (“RFP”) is specific to the Charles Point Trail construction project (“Project”), a segment of the Southern Waterfront Trail system. The Project consists of the construction of a multi-use asphalt
trailway with accompanying amenities, including trashcans, bicycle racks, benches, stone screening, grading and stabilization, public gazebos, and the installation of site utilities including lighting from Charles Point Park (northern terminus) in the City of Peekskill to the Village of Buchanan municipal boundary (southern terminus). See ‘Attachment A’ for detail.

B. Overview
Broadly, the selected Consultant will work with the Department of Planning & Development to deliver the project on time and on budget. The Consultant will provide construction administration/inspection support and oversight services for this Project as authorized by the City. The Consultant will review the general contractor’s schedule regularly and will make recommendations that may be required to deliver the Project on-time and on-budget. The Consultant will be responsible for enforcing the construction contract specifications and inform the City in a timely manner of the local conditions, methods of construction, errors on the plans or defects in the work or materials that could conflict with the quality of the work, and any conflicts that would hinder successful completion of the Project.

The City anticipates an average of 40-50 hours per month dedicated to the Project; however, the hours may vary based on the needs of the Project. The City anticipates the Project to span approximately one (1) year from the start of construction. Further, the Consultant should assume that the base bid, Alternate ‘A’ and either Alternate ‘B’ or ‘C’ will constitute the Project as specified in the Bid Documents.

The City has designated the City Planner to be the Project Manager serving as the municipality’s official representative on the contract. The Consultant will report to and be directly responsible to said Project Manager.

The City reserves the right to interview the Consultant and/or all key personnel included in this RFP as wells as the right to disapprove any unqualified Consultant staff assigned to this Project.

C. Construction Administration Services
1. Attend the pre-construction meeting and construction progress meetings, if applicable and when requested by the City.
2. Respond in a timely manner to Requests for Information submitted by the General Contractor (“GC”) or when requested by the City.
3. Monitor and maintain Project progress schedules as submitted by the GC.
4. Review change orders requests submitted by the GC.
5. Provide written monthly progress reports including any issues, project milestones achieved, and percentage complete per Project deliverable.
6. Coordinate construction-scheduling activities with all affected property owners and tenants. The City will provide contact introductions.
7. Perform periodic construction observations to verify general conformance with project plans and/or witness specific testing, as requested by the City. Consultant will photo-document conditions for each project element and/or milestone before construction, during construction, and upon construction completion. The Consultant will use these photos to identify any problems that need to be addressed.
8. Prepare a list of required submittals, shop drawings, and any plan/design/construction changes for the Contractor.
9. Review each GC submittal (e.g. shop drawings, plan revisions, design changes, or construction changes, or similar) for conformance with the Project plans and provide communication to the City Planner when clarification is required for any technical specification disputes.

10. Prepare inspection reports and punch lists when on-site, and notify the GC and the City of any deficiencies. Verify that the GC has satisfactorily addressed any subsequent work or changes to the Project.

11. Review and certify the GC’s application for payment within ten (10) business days, and submit to the City for payment-processing.

12. Ensure that all inspection staff assigned to the Project are knowledgeable concerning health and safety requirements, procedures and specifications of the contract per City policy, and adhere to all standards. The Consultant and all assigned staff must adhere to all safety concerns for construction operations that they are assigned to with respect to protecting their personal safety. Also, the Consultant must ensure all assigned Staff are prepared to recognize and address any Contractor oversight or disregard of Project safety requirements.

13. Construction close out support.

14. Monitor the Contractor’s adherence to Equal Opportunity and Labor requirements contained in the construction contract.

15. Monitor the Contractor’s and/or subcontractor’s efforts to maintain traffic and protect the public from damage to persons and properties within the limits of and for the duration of the contract.

16. Other related required activities as directed by the City for the successful completion of the Project.

D. Required Proposal Submission Materials

The Respondent must submit the following:

1. Title, name, telephone number, and email of the Consultant’s Project Manager and/or Inspector assigned to this Project.
   a. Include resume and hourly rate for the Project Manager and/or Inspector.
   b. Include proof of inspection certification.
   c. Include the address of the Project Manager/Inspector’s office or location of service and the proximity to Peekskill.

2. Final project certification must be in conformance with NYS DOS requirements as completed by a New York State licensed engineer.

3. A narrative describing the Project approach for inspection and oversight services (maximum one [1] page).

4. Statement of Project Manager’s/Inspector’s qualifications. Briefly describe three (3) similar projects that Inspector recently completed.

5. Provide name, title, telephone number, and emails of at least four (4) professional references for relevant project work.

6. Documentation, if applicable, of Minority- or Women-Owned Enterprise (M/WBE) standing in New York State.

7. Include projected number of hours per month for all key personnel assuming a 1-year construction timeframe (excluding weather delays). Billing rates must be submitted per title/position and include travel time and travel expenses. The Proposal shall state the total fee to manage the Project to completion.
8. Prior to the start of work, the selected Consultant will submit to the City a statement regarding any conflicts of interest.
9. Prior to the start of work, the Consultant must provide all necessary health and safety related training, supervision, equipment, and programs for their inspection staff assigned to the Project.

E. Insurance
The Consultant shall secure and maintain insurance coverage at its own expense throughout the entire term of the contract and shall deliver certificates of insurance in a form satisfactory to the City at the time of execution of the contract. The insurance policy must be an insurance policy from an A.M. Best rated “secured” New York State licensed insurer; name the City of Peekskill and any relevant parties as unrestricted additional insured; contain a thirty (30) day notice of cancellation; and state that the coverage shall be primary coverage for the City of Peekskill. The Consultant must maintain the following insurance coverage in amounts acceptable to the City:

- General Liability Insurance, including Contractual Liability
- Business Automobile Insurance
- Workers Compensation Insurance (covering the obligations of the consultant in accordance with the Workmen’s Compensation Law and the Disability Benefits Law covering all operations under the contract, whether performed by the consultant or by a sub-contractor)
- Umbrella Liability Insurance
- Commercial Crime Insurance, containing a loss payee endorsement naming the City
- Professional Liability or Errors and Omissions Insurance

F. Evaluation Factors
Qualifications and references for similar Inspection services on recent projects. 30%
Approach in addressing and recognizing the overall Project Scope and understanding of Project needs. 20%
Management availability, proximity, and Consultant’s personnel, and M/WBE. 20%
Fee & Budget 30%
100%

The City reserves the right to amend this RFP at any time. M/WBE firms (or sub-consultants) are encouraged to apply.
Attachment A
(Project Area Map)