

**Monday, September 17, 2018**  
**REQUEST FOR PROPOSALS (RFP)**

**CONSTRUCTION INSPECTION FOR INFRASTRUCTURE IMPROVEMENTS –  
1847 CROMPOND ROAD**

**CITY OF PEEKSKILL, NEW YORK  
IN CONNECTION WITH BID #2018-007**

**DUE: Friday, October 5<sup>th</sup>, 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, “Infrastructure Improvements – 1847 Crompond Road Construction Inspection.”

Any and all questions about this RFP must be made in writing and submitted to Suzette Lopane, Westchester County Planning Department at [SBL1@westchestergov.com](mailto:SBL1@westchestergov.com) and Jean Friedman, Director of Planning, at [jfriedman@cityofpeekskill.com](mailto:jfriedman@cityofpeekskill.com) no later than **11 AM, Wednesday, September 26<sup>th</sup>, 2018**. If a supplement to the proposal is needed it will be posted on the City of Peekskill website under Bids/RFPs by **Monday, October 1<sup>st</sup> at 5pm**.

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.

The City of Peekskill is interested in retaining a consultant to conduct the construction administration and inspection for the Site Work required to transform the property of a former social hall to an affordable housing facility made up of a new single four story building, 52 parking spaces and driveway, sidewalks, emergency access drives and landscaping. The site work will be constructed by a contractor selected through a public bid process.

The Bid Documents for the Site Work portion of the construction project can be obtained upon payment of \$10.00 for a USB flash drive from the Peekskill Department of City Services. This is a non-refundable fee. No paper copies will be distributed.

**A. Project Description**

This Request for Proposals (“RFP”) is specific to the publically bid Infrastructure Improvements-1847 Crompond Road (“Site Work Project”), which is located on Route 202, just east of Cayuga Drive. The City of Peekskill (“City”) seeks a qualified consultant (“Consultant”) meeting all of

the requirements listed herein and experienced in construction administration and inspection services for this project. This Site Work Project is funded by the County of Westchester, through and by agreement with the City of Peekskill, and the intent is to provide the exterior improvements for a new 52 unit four story building. The scope of work that is included in this construction inspection proposal shall be limited to the Site Work Project. Specifically, the parking lot will be reconfigured, sidewalks added, storm water management practices installed and utilities installed up to the building face. Work also includes rebuilding stone walls, fencing, gates, electrical upgrades, municipal road restoration, drainage and landscaping.

The scope of work performed by developer's building contractor includes the demolition of the existing building and installation of a new building; however, that work is outside of the construction inspection services in this contract. The developer's building contractor will have their own construction manager for that work. Coordination will be required between all parties to ensure that the final project is fully functional and should be taken into consideration in providing the services requested here.

### **B. Project Organization**

The proposer shall provide a project management team experienced in the construction administration/inspection of site work projects.

In an effort to make the day to day management of the project smoother, the City and the County have agreed to designate the Westchester County Planning Department as 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 and the County reserve 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. Overview**

Broadly, the selected Consultant will work with the City of Peekskill's Department of Planning as well as the County of Westchester's Department of Planning to ensure that the contractor delivers the project on time and on budget. The Consultant will provide construction administration/ inspection support and oversight services for this Project. 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 drawings and inform the City and County 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.

### **D. Period of Performance**

It is anticipated that the Consultant dedicates an average of 30 hours per week to the Site Work Project; however, the hours may vary based on the daily work schedule. The Site Work Project is contemplated to span approximately fifteen (15) months from the start of construction. Further, the Consultant should assume that the base bid and any alternates will constitute the Site Work Project as specified in the Bid Documents.

**E. Construction Timing**

It is anticipated that construction on this project will start in the spring of 2019 and end in the summer of 2020.

**F. Construction Administration Services**

1. Schedule and conduct meetings (including the pre-construction meeting) to discuss such matters as procedures, progress and scheduling; prepare and promptly distribute minutes to all involved parties.
2. Monitor and maintain Project progress schedules as submitted by the general contractor (GC).
3. Review requests for changes and extensions of time, including change orders, miscellaneous additional work requests and cost overruns/underruns. Submit recommendations to the County and the City; if they are accepted, prepare written change orders and design change directives.
4. Coordinate the scheduled activities and responsibilities of the contractors with each other, the County and the City.
5. Perform construction observations to verify general conformance with project plans and/or witness specific testing. In particular, all subsurface work must be inspected and verified for compliance prior to backfilling. The Consultant will photo-document conditions for each project element and/or milestone before construction, during construction, and upon construction completion. Observe the contractor's final testing and start-up of all utilities, operational systems and equipment. Coordinate with any testing and inspecting agencies required to complete the project to the standards listed in the specifications.
6. Act as the City and County's agent in enforcing the Storm Water Pollution Prevention Plan.
7. Prepare a running Punch List throughout the duration of the project, which should include a list of incomplete or unsatisfactory items and a completion schedule for each item from the contractor. Verify that the contractor has satisfactorily addressed these items.
8. Maintain a daily log containing a record of weather, contractor's work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the City or County require. This includes maintaining accounting records on authorized work performed under unit costs, miscellaneous additional work performed on the basis of actual costs of labor and materials, and other work requiring accounting records.
9. Review and process requisitions by contractors for progress and final payments within ten (10) business days, and submit to the County and the City for payment/processing. This includes reviewing and certifying the amounts due to the respective contractors by preparing a letter of recommendation approving each contractor's requisition for payment.
10. Submit written monthly progress reports to the County and the City including any issues, project milestones achieved, and percentage complete per Project deliverable. A Miscellaneous Additional Work Status Report showing all work items submitted, pending and approved, including cost overruns, underruns and remaining balance should be included. In addition, a Claims Status Report listing outstanding change orders or design changes will be required. This progress report should be submitted at the time of the monthly project requisition.

11. Ensure that all inspectors assigned to the Project are knowledgeable concerning health and safety requirements, procedures and specifications of the contract. Review the safety programs developed by each of the contractors for purposes of coordinating the safety programs with those of the other contractors. 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.
12. Monitor the Contractor's adherence to Equal Opportunity and Labor requirements contained in the construction contract.
13. 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.
14. The Consultant will provide construction close out support, including as built preparation, final punch list walk through, and general release. The Consultant will be required to assist the contractor in reviewing and preparing the as built drawings; the actual drawing work is the responsibility of the contractor. Both parties will be required to sign the as built drawings.
15. Other related required activities as directed by the City or the County for the successful completion of the Project.

#### **G. Responsibility of County and/or the Developer's Engineer**

1. All shop drawings will be reviewed by the County/Developer's Engineer.
2. All design changes and miscellaneous additional work requests shall be submitted to the County/Developer's Engineer for approval prior to implementation.
3. Any engineering certifications required for utilities (i.e. water, sewer) shall be handled by the Developer's Engineer.
4. The Developer's Engineer is responsible for the preparation of the SPDES permit.

#### **H. 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, NICET Level II or equivalent. Equivalent includes evidence that the person inspecting has satisfactorily performed similar duties as a former NYSDOT or Municipal Construction Inspector.
  - c. Include the address of the Project Manager/Inspector's office or location of service and the proximity to Peekskill.
2. A narrative describing the Project approach for inspection and oversight services (maximum one [1] page).
3. Statement of Project Manager's/Inspector's qualifications. Briefly describe three (3) similar projects that Inspector recently completed.
4. Provide name, title, telephone number, and emails of at least four (4) professional references for relevant project work.
5. Documentation, if applicable, of Minority- or Women-Owned Enterprise (M/WBE) standing in New York State.

6. Include projected number of hours per month for all key personnel assuming a 15 month construction timeframe (excluding weather & winter shutdown 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.
7. Prior to the start of work, the selected Consultant will submit to the City a statement regarding any conflicts of interest.
8. 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.

### **I. 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
- The County of Westchester and the developer shall be named additionally insured.

### **J. 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 Location Map

