



TOWN of GREENBURGH
DEPARTMENT OF PARKS AND RECREATION
Olympic Lane, Ardsley, New York 10502
(914)693-8985 - FAX(914)693-8938
Web Site: www.greenburghny.com



PAUL FEINER
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REQUEST FOR PROPOSAL
May 16, 2016
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES
FOR
ADA ACCESSIBLE RESTROOMS
AT ANTHONY F. VETERAN PARK ADMINISTRATION BUILDING

Submittal Date
Friday, June 17, 2016 by 2:00 p.m.

Submit To
Judith Beville, Town Clerk, Town of Greenburgh
177 Hillside Avenue, White Plains, New York 10607

NOTICE IS HEREBY GIVEN THAT THE TOWN OF GREENBURGH IS SOLICITING AND ENTERTAINING PROPOSALS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR DEVELOPING ADA ACCESSIBLE RESTROOMS AT ANTHONY F. VETERAN PARK ADMINISTRATION BUILDING

I. Introduction

The Town of Greenburgh seeks to retain a registered architect/engineering consultant team to provide design services for the installation of new restrooms in the Administration Building at Anthony F. Veteran Park located at 11 Olympic Lane, Ardsley. Services will be required in two phases as the project develops, but ultimately may involve all design services necessary to provide construction plan and documents in a form acceptable to the Town for municipal bidding and construction. All plans and documents must meet local and New York State Building Code approval. This Request for Proposal (RFP) is intended to help the Town select a qualified and experienced Consultant to provide the design and related services to result in the construction of the restrooms consistent with the requirements of the Parks and Recreation Department, as budgeting may allow. Questions about the RFP please call the Commissioner of Parks and Recreation at 914-693-8985 ext. 108 or email gbyrne@greenburghny.com

Copies of this complete request are available at the Department of Parks and Recreation, 11 Olympic Lane, Ardsley, NY and on the Town website www.greenburghny.com

Proposals and attachments must be received no later than 2:00p.m. on June 17, 2016, and should be addressed as follows:

Town of Greenburgh – Town Clerk
177 Hillside Avenue
White Plains, NY 10607
“Professional Architectural Design Services
To Install New ADA Accessible Restrooms at
Anthony F. Veteran Park Administration Building”

II. The Site and Project Description

Anthony F. Veteran Park Administration Building is located at 11 Olympic Lane, Ardsley, NY 10502. This building services as the administration offices for the department, registration office, and community programming for special events, rentals and day camps. The consultants will be asked to develop a plan for a lump sum fee to renovate the existing restrooms that are not ADA compliant or proposed building an addition for new restrooms and will be responsible for providing surveys and utilities identification related to this project. Presently there are no existing working plans on file.

It is the intent of this project to result in the installation of new restrooms in the administration building of the Anthony F. Veteran Park that meet the needs of the department and ADA accessibility requirements. Due to budgeting constraints, the project shall be performed in two stages with uncertainty from each phase progression. The first phase will be for a lump sum fee and the second phase is on a percentage fee basis. The design consultant shall visit the facility and working with town officials suggests feasible options to affect the required outcome. Due to limited space, options may include but not be limited to interior renovations, or a small addition to the existing facility. Handicap access to the restroom will be required as per 2010 New York State Building Code, chapter 11 (accessibility). The consultant should familiarize themselves with the facility and may want to note availability of existing sewer manholes in the eastern parking lot should an addition be considered as a proposed option. All engineering and other design services must be provided by the consultant as part of this proposal, and as further described in the language of each phase.

III. Demographics

The Town of Greenburgh is the 12th largest in population of 931 in New York State. It is located in lower Westchester County and covers 31 square miles of land between the Hudson River on the west and the Bronx River on the east. The Town of Greenburgh is bounded on the north by the Town of Mt. Pleasant and on the south by the City of Yonkers. East of the Bronx River are the Town of North Castle, the City of White Plains and the Village of Scarsdale. There are 6 incorporated villages within the town boundaries: Ardsley, Dobbs Ferry, Hastings-on-Hudson, Elmsford, Irvington, and Tarrytown.

There are 19 square miles that comprise the unincorporated area of the town (outside the 6 villages) for which the Greenburgh Department of Parks and Recreation provides leisure services. According to the 2000 census, there are over 45,000 residents in the unincorporated area of Greenburgh.

IV. Deadline For Proposals

All proposals must be submitted **no later than 2:00 p.m., Friday, June 17, 2016** to be considered. An original must be submitted in a sealed envelope clearly marked along with a pdf file, clearly addressed to:

Town of Greenburgh – Town Clerk
177 Hillside Avenue
White Plains, NY 10607
“Professional Architectural Design Services
To Install New ADA Accessible Restrooms at
Anthony F. Veteran Park Administration Building”

Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. The town will not be responsible for delays in delivery of proposals. Offers by telephone, telegram or fax machine will not be accepted.

V. Submission of Proposals

Each proposal must contain the following information and assurance:

- 1) A statement that the proposal will be valid for a period of sixty (60) days from the beginning of the openings.
- 2) A description of the legal status of the entity submitting the proposal, i.e. sole proprietorship, partnership, limited partnership, joint venture or corporation, and state of residency or incorporation. The firm must be licensed by the State of New York. The proposal must also include a completed SF 254, A-E and Related Service Questionnaire. Can use Form SF-330 instead of SF 254(which is now outdated)
- 3) The date, address and positions of people within the firm who are authorized to execute contracts on its behalf.
- 4) A statement of the prior work experience of the proposer or other projects that have relevance to this project.
- 5) The name of the landscape architect, civil engineer, electrical engineer, structural engineer, and architect that would be used for this project and relationship to firm submitting proposal (partner, associate, employee, consultant).
- 6) The names, addresses and telephone numbers of references that may be contacted by the Town concerning work done on comparable projects.

- 7) A lump sum fee for phase one including all costs and a percentage (%) fee for the performances of the professional services and submission of all deliverables required by this request for phase two.

VI. Scope of Services

Phase One

Develop A Plan for Modernizing Rest Rooms That Will Be ADA Compliant and present to the parks and recreation advisory board, planning board and town board.

Note. The plan with written narrative is to include all necessary surveys and utilities identification, cost estimates and detailed plan rendering as part of the lump sum fee proposal.

Phase Two

Schematic Design, Design Development, Construction Document, Bidding, Construction Phases

Note: If the bids come in over the budget, the bid would be re-bid at no cost to the Town except for legal notices and cost for printing up new bid documents.

Provide all the services as outlined herein, for projects during the time of contract execution until **12/31/2018**.

Schematic Design Phase:

The consultant will prepare an overall schematic design plan (within the project's approved budget) and statement of probable construction costs based on current area, volume, or other unit costs.

The consultant will attend meetings with the public, staff, and necessary boards as needed to discuss programmatic, design and construction issues and for obtaining County and Town approvals.

Design Development Phase:

The consultant shall prepare from the approved schematic design studies, for approval by the Town and County, the design development documents, consisting of drawings and other documents, to describe the size and character of the entire project.

Construction Documents Phase:

The consultant shall prepare from the approved design development documents working drawings and specifications setting forth in detail the requirements for the construction of the entire project, including the necessary bidding information, for approval by the Town. The consultant shall also assist in the preparation of bidding forms, the conditions of the contract, and the form of agreement between the Town and contractor.

The consultant shall advise the Town of any adjustments to previous statements of probable construction costs indicated by changes in requirements or general construction conditions.

The consultant shall assist the Town in filing the required documents for the approval of governmental authorities having jurisdiction over the project.

Bidding Phase:

The consultant, following the Town's approval of construction documents and the latest statement of probable construction costs, shall submit final plans and specifications for the project. The consultant shall assist the Town in obtaining bids and in awarding and preparing construction contracts.

Construction Phase:

The Town will provide a clerk of the works. The consultant is to provide site inspections and attend job meetings during the construction phase as required to assure adherence to contract documents and coordination with the town. The consultant shall provide necessary office time and coordination to perform shop-drawing reviews, material submissions, review of substitutions or changes and payment claims. The consultant must provide at the completion of the project, a detailed punch list of corrective or incomplete work, and recommend final acceptance to town.

VII. Schedule of Fees

Phase One

The consultant shall provide a lump sum fee for the above services with an explanation what services will and will not be provided.

Phase Two

The consultant shall provide the above services, for a design and inspection percentage (%) fee. If professional services are required but do not fall under a design and inspection fee schedule than an hourly billable arrangement will occur. Please submit an hourly billable schedule that would be increased based on the consumer price index for professional services.

	Design & Inspection Fee
\$100,000 or less	_____ %
\$100,001 to \$200,000	_____ %
\$200,001 to \$300,000	_____ %
\$300,001 and above	_____ %

Payment Schedule

Schematic Design Phase:	Fifteen Percent (15%)
Design Development Phase:	Twenty Percent (20%)
Construction Documents Phase:	Forty Percent (40%)
Bidding Phase:	Five Percent (5%)
Construction Phase:	Twenty Percent (20%)

Attach hourly rates for non % fee projects/emergencies.

VIII. Reimbursable Expenses

Please state any other reimbursable fees that may be incurred on written proposal.

The consultant shall be required to maintain professional liability insurance with a limit of \$1,000,000 (one million dollars) as part of the basic services, but shall obtain limits greater than \$1,000,000 (one million dollars) if so required by the Town. Also, the consultant shall be required to maintain workers compensation and general liability insurance as required by Town.

IX. Statement of Non-Discrimination

Consultant agrees to comply with all applicable federal, state, and local laws, rules, regulations, ordinances and any amendments thereto, and program standards applicable to the project and to the consultants performance hereunder, including but not limited to: (1) Older Americans Act of 1965, 42USC 30001 et seq., as amended; (2) the Civil Rights Act of 1964, 42 U.S.C. 1971 et seq., and the Civil Rights Act of 1991, 42 U.S.C. 1981; (3) the Americans with Disabilities Act of 1990, 42 U.S.C. 1211 et seq.; (4) the rules and regulations of the New York State Office for the Aging, 9 NYCRR 6650 et seq.; (5) New York State Executive Law, Article 15; (6) the Governor=s 1960 Code of Fair Practice, 9 NYCRR 1.4; (7) Administration on Aging Rules and Regulations for Title III, 42 U.S.C. 3011 et seq. And 41 CFR Parts 29-70; (8) 45 CFR Part 74 (Grant Administration); (9) the Rehabilitation Act of 1973, 42 U.S.C. 6000 et seq. ; (10) Single Audit Act of 1984, 31 U.S.C. 7501 et seq.; (11) Equal Pay Act of 1963, 29 U.S.C. 6101 et seq.; (12) Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq.; (13) 45 CFR part 84.11 (a) (nondiscrimination based on disability); (14) Equal Employment Opportunity Act of 1972 (amending title VII of the Civil Rights Act of 1964), 42 U.S.C. 2000e et seq.; (15) Exec. Order No. 11375, 32 Fed. Reg. 14303 (1967), amending Exec. Order No. 11246, 30 Fed. Reg. 12319(1965); (16) N.Y.S. Exec. Order No. 6, 9 NYCRR 4.6 (1983); (17) N.Y.S. Exec. Order No. 19, 9 NYCRR 4.19 (1983); (18) N.Y.S. Exec. Order No. 21, 9 NYCRR 4.21; and (19) Drug-free Workplace Act of 1988, U.S.C. 701 et seq.

No service rendered pursuant to or in connection with this Agreement may be refused to any person because of such person=s race, color, creed, marital status, country of origin, disability, sex, sexual orientation or religion. The Consultant agrees to (1) ensure equal

access to participation, services, activities, and informational sessions without regard to race, color, religion, sex, national origin or partisan affiliation; (2) ensure that any service provided under this Agreement will be secular in nature and in no event will there be any sectarian, partisan, or religious services, counseling, proselytizing, instruction or other sectarian, partisan, or religious influence undertaken in connection with the provision of any services rendered or delivered, and refrain from using funds to advance any sectarian effort; and (3) refrain from using funds to advance any partisan candidate or effort. The Consultant will, however, ensure that all candidates for elective office have equal access to information and activities regardless of policy views or party affiliation, prevent any influence or coercion designed to interfere with or affect elections or nominations for political office, and ensure that no employees or persons served under this Agreement are, directly or indirectly, coerced, advised or solicited to contribute anything of value to any political party, committee, organization, agency or person for any political purpose, or engage in any other partisan activities.

X. Proposal Evaluation

An evaluation committee will review all proposals received. Proposers who submit a proposal in response to this RFP may be required to give an oral presentation to explain the proposal to the evaluation committee.

Proposals will be reviewed and considered on the basis of the following criteria, not necessarily listed in order of importance. The Town reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

1. Total cost to Town.
2. Responsiveness to the scope of services and procedures requested in RFP.
3. Specific experience of the proposer in similar projects.
4. Evaluation of professional qualifications and experience of the principal and key personnel.
5. Relevant factors deemed to be in the best interests of the Town.

XI. Agreement

The consultant selected for this project will be required to enter into an **Agreement between Owner and Proposer**, as required by the Town Attorney.

XII. Evaluation and Selection

In evaluating competing proposals, the Town will weigh and consider cost, particularly the fixed fee and percentage estimate, prior similar experience as well as the consultant's commitment to meet the time frame for completion for Stages I. The successful candidate will be asked to sign a contract outlining the scope of services and setting a fee

schedule.

Please be advised that the Town will not be responsible for any costs incurred or monies expended by any party in researching or preparing a proposal, the Town reserves the right to reject any and all proposals for any reason.

Contact Person

Gerard J. Byrne, Commissioner of Parks and Recreation
can be contacted at (914) 693-8985 (Ext. 108) or gbyrne@greenburghny.com.