

**Request for Proposals
Design of Highway Garage
January 2012**

Introduction:

Columbia County is accepting proposals from qualified engineering/architect firms for building programming services, design services, construction administration services and construction inspection services for the following:

*Design of a new ±8,400 sf. Highway Garage located on the site of the existing
Columbia County Highway Department at NYS Route 23B, Greenport, NY.*

All work shall comply with the latest issue of A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than 3:00 pm Monday February 27, 2012 at the following address:

Dean Knox, Director of Engineering
Columbia County Department of Public Works
PO Box 324
178 NYS Rt. 23B
Hudson, NY 12534
(518) 828-7011

A total of three proposals shall be submitted. Proposals may be mailed, but Columbia County gives no guarantee that said proposal will be received in the Office of the Director of Engineering by the designated time.

Envelopes must be marked: **“Proposal for Professional Services, Design of New Highway Garage”**.

A mandatory prebid meeting will be held 10:00 am on Wednesday February 15, 2012 at the Columbia County Highway Department located on NYS Route 23B in the Town of Greenport.

RFP Documents and Instructions can be viewed on the Columbia County Govt. website – www.columbiacountyny.com by following the link to the “23B Outpost Project”. Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released must register with the Columbia County Engineering Department by sending an email to David Staats at david.staats@columbiacountyny.com. A return email acknowledging this registration will be transmitted.

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Facilities Division
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Background:

Columbia County owns and operates a number of highway outposts throughout the County. The Department's main hub of operation is its administrative facility at NYS Route 23B, Town of Greenport. This garage was constructed in 1934. It measures 240' x 80' with two (2) 30' x 40' 2-story wings. Operations included in this building include but not necessarily limited to:

- Department of Highways administration center;
- Columbia County engineering department;
- Columbia County sign shop;
- Highway department maintenance facility;
- Highway department parts facility;
- Highway department welding facility;
- Highway department critical equipment storage; and,
- Hudson outpost operation

When the garage was constructed in 1934 highway equipment wasn't nearly as large as it is today. Modern day equipment, especially the plow trucks and specialty equipment, such as hydraulic gradall excavators, require much more room for storage and repair than in 1934. Consequently, this has placed a significant strain on the outpost function and maintenance facility function within this garage. Currently the County's outpost function barely fits within the garage and the maintenance facility has been pigeonholed to less than 1,000 sf.

The intent of this project is to construct a new highway garage with the sole purpose of accommodating the outpost function of the garage thereby vacating space in the existing garage to provide room for the highway maintenance facility.

The proposed footprint for the garage is shown on the attached sketch. Conceptually, the size of the garage will be $\pm 60'$ x $\pm 140'$ and include the following:

- Room to store 9-front line plow trucks ($\pm 100'$ x $\pm 60'$);
- Restrooms;
- Lunch / break room
- Road Foreman's office;
- Mechanical room
- Spare parts storage;
- Wash bay (can be in same foot print as truck storage); and,
- Tool storage room.

Construction is seen as a prefabricated metal building or pole type building with slab on grade. An oil / water separator will be needed for the floor drains and wash bay. Central water and sewer is available at NYS Route 23B.

Scope of Services:

The County is requesting proposals from qualified firms for the following scope of services.

I. Building Programming Services:

This task shall consist of the development of a schematic design, including the mechanical, electrical, plumbing, HVAC and other systems required for the facility, recommendations for the bidding packages and recommendations for the sequence of construction. During this task, all design criteria and solutions shall be developed within the program requirements and budget as established by the County.

The consultant will meet with the Columbia County Highway Department to understand their needs and program the building space. It shall be explicitly understood that there shall be no limit for the number of meetings with the County Highway Department or visits to site in developing the programming plan. Further, it shall be understood that the Consultant will be responsible for providing professional services for not only programming and designing the space needed for the Highway outpost function but also for providing programming and design services for specialty features such as a wash bay and oil/water separator. Further, the consultant will be responsible for reviewing alternative HVAC systems for the County to consider and the design of electrical, plumbing and building systems needed for the building construction and operation.

Early intervention with NYSERDA will be required so that the County can take advantage of Program Opportunity Notices for the HVAC system and, to realize any other reimbursement incentives eligible to the County for items such as but not necessarily limited to lighting, building insulation, energy efficient mechanical equipment, energy efficient windows and any other reimbursement incentive programs offered by NYSERDA, NYS or the Federal Government.

Heating and cooling systems to be evaluated shall include but not be limited to:

- Oil fired boilers with water source heat pumps, central air handler, or in-slab radiant heat;
- LP fired boilers with water source heat pumps, central air handler or in-slab radiant heat;
- Ductless mini-split units for air conditioning only;
- Ductless mini-split units with reversing valves; and
- LP fired ceiling mounted radiant heat.

Criteria considered in the selection of the preferred HVAC systems will include but not necessarily limited to: installed cost, energy consumption, space requirements, freeze prevention, system cooling and heating capacity, centralized maintenance and stability of control.

The Consultant shall also provide design development planning services relative to the overall site development. This includes parking, storm water management, lighting, sediment and erosion control, landscaping plan, alternatives for the building entrance plan, and any other matter that may arise during the planning and design of a project of this nature.

Deliverables for the building programming phase are as follows:

1. Programming sessions in a number required to complete this task with the County.
2. Provide minutes of all meetings.
3. Evaluate alternative HVAC systems for the building.
4. Application to NYSERDA and other state or federal agencies for rebate incentives associated with the development of this project.
5. Provide a schematic design development letter report with a budget that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site.
6. Consider and propose “Green” energy saving technologies that would be appropriate and should be considered in the course of the building renovations, such as energy saving windows, increased building insulation, CO₂ sensors for fresh air recirculation, etc.
7. Prepare concept drawings for the front and side elevations of the building depicting the appearance of the building and proposed landscaping.
8. Concept drawings and descriptions for:
 - Location plan;
 - Site plan, shall include location of the existing buildings in relation to its immediate area, all existing and/or proposed utilities, grading, existing and proposed lighting, walks, roads, parking and outdoor recreational facilities;
 - Floor plans (1/8” scale or as agreed upon by County) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services;
 - Sections (1/8” scale or as agreed upon by County) – shall include major cuts in two directions for all structures with basic vertical dimensions and material descriptions; Elevations (1/8” scale minimum);
 - Flow diagram to show circulation and compliance with NYS Building Code;

- General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance and security systems; and,
 - Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities.
9. The consultant shall not proceed to the Design Services until the County has signed-off on the programming plans.

I. Design Services:

The design shall include all services necessary to compile drawings and specifications for the new highway garage. The design will also include the design of specialty services including, but not limited to: a wash bay, oil / water separator, water distribution lines throughout the building; windows; security system including interior and exterior surveillance cameras, and centralized DVR recording system; plumbing fixtures; electrical system; telecommunications / data system; and, exterior lighting and drainage as needed.

1. Meet with the County at the 30%, 60% and 90% progress development milestones. At these meetings present full-size drawings depicting the exterior building elevation renovations; site plans; details, as they become available; cost estimates; and, recommendations to keep the project within budget. Incorporation of all corrections to the 90% submittal shall form the 100% construction bid documents.
2. The design of the building renovations to include central heat and air conditioning as determined by the County.
3. Water and sewer service will be from the Town of Greenport and is available at NYS Route 23B in front of the highway garage site. It will be the responsibility of the design engineer to design new potable water distribution lines and sanitary collection lines within the building, together with all support facilities that may be needed.
4. Perform field measurements where required to supplement information provided;
5. Coordinate the architectural and engineering design work with the Columbia County Department of Public Works.
6. All costs associated with verification of existing drawings and actual field conditions as needed together with all costs associated with supplementing such information.
7. Perform all architectural and engineering work required to complete the design of this Project including sizes and types of connecting materials and other associated details.

8. Provide minutes of all meetings and reports of all reviews and comments.
9. Final contract documents shall include all engineering drawings, all floor plans, sections, elevations, details, schedules and other data required to obtain complete bids. If the drawings are not sufficient in number or content to demonstrate the feasibility of the architectural, civil, structural, electrical, mechanical or site development installations, the County may order the design engineer to prepare additional documents at no additional cost to adequately define said feasibility. Any interference between trades caused by inadequate design or coordination of the contract drawings and specifications will be the responsibility of the Consultant, who will prepare, at no additional cost, any supplemental drawings necessary to establish the feasibility of resolving interferences found prior to, or during, the bidding period, or during construction.
10. Obtain a schedule of the State minimum prevailing wage rates for various classifications of labor employed on the Project.
11. Create all drawings on the latest version of AutoCAD and provide the County with a copy of the contract documents on CD.
12. Complete, sign and seal all drawings to be issued as contract documents. The Plans and Specifications shall bear the signature and seal of the architect and/or engineer.
13. Upon completion, the Consultant shall certify to the County that all Contract Documents have been thoroughly checked for accuracy and for the coordination of all their parts, details and conformity to all applicable laws, ordinances and codes.
14. Prepare technical specifications in CSI format describing all aspects of the construction process for the Project work. Project manual shall also include: Information for Bidders; Form of Bid; Form of Bid Bond; Contract; Labor and Materials Payment Bond; Performance Bond; and General and Supplemental Conditions
15. Cost estimates shall be prepared at the 30%, 60% and 90% stages of contract documents. Provide a final cost estimate with the 100% pre-bid contract document submission. Estimates shall follow the CSI format and be prepared by personnel capable **AND QUALIFIED** (emphasis added). If needed, Consultant shall hire an Independent Cost Consultant. Accurate cost estimating will be needed in order to effectively manage this project.
16. Cost estimates shall have detailed take-off, which define the quantity of work items for each classification of work in CSI format, and apply unit prices to each item of work. Unit prices will be broken into costs covering labor and material.

III. Bidding Services:

1. The Consultant shall prepare and supply the necessary sets of Contract Documents for bidding and eventual award of contracts between the County and the contractors for four separate contract packages: General, Electrical, Mechanical and Plumbing. If the construction cost is held to the limit established by NYS General Municipal Law a single contract can be let for the entire project at the County's discretion.
2. The Consultant shall solicit contractor interest to ensure competitive bidding and shall keep account of and distribute drawings to prospective bidders, and furnish the County with reports on same.
3. The Consultant shall attend and issue minutes of the prebid meeting.
4. The Consultant shall investigate questions posed by bidders relative to bid documents and issue replies to all bidders. Any materials changed to the Contract Documents shall be issued in the form of Addenda.
5. The Consultant shall be present at bid opening if requested by the County.
6. The Consultant shall review and analyze the bids, investigate experience, qualifications and references of the three lowest bidders for each Contract that is bid and, make recommendations to the County in writing as to the award of each Contract that is bid.
7. The Consultant shall attend and issue minutes of a bid review meeting.

V. Construction Administration Phase Services:

1. Review and approve or disapprove all shop drawings and samples submitted by the contractor(s) for their adherence to the intent and requirements of the Contract Documents. Maintain a shop-drawing log for permanent record. A maximum of seven (7) workdays shall be taken for review of any shop drawings and/or samples submitted by the contractor unless consented to otherwise by the County.
2. Review, check and approve or disapprove all substitutions and "or equal" products, equipment and/or materials submitted by the contractor(s) on the basis of adherence to the intent of the Contract Documents, serviceability, reliability and impact of delivery on job progress.
3. Provide interpretations of construction documents and design. Evaluate all conflicts from the interpretation of the Contract Documents, and make recommendations for their resolution. Prepare supplemental sketches or details as necessary to clarify or correct errors in the construction documents and clarify field conditions not covered in the Contract Drawings or Specifications.

4. Review all field orders and change orders for their effect on design criteria only and make recommendations to the County.
5. Perform economic evaluation, accounting and processing of all change orders.
6. Coordinate its work with the County, and other consultants and contractors at the site.
7. Check, approve or disapprove test procedures and review test results and make appropriate recommendations to the County.
8. Provide on-site representation for the commissioning, start-up and training of the building systems and components.
9. For project closeout, the Consultant shall review, approve and deliver to the County three (3) copies of the following:
 - All necessary guarantees and bonds.
 - One reproducible set, three copies, and one electronic set of As-Built Drawings on CD-ROM in a form acceptable to the County.
 - Operating and maintenance manuals.
 - Certificate of Construction Completion.
 - Certificate of compliance.
 - Other items as required by the Contract Documents.
10. Upon satisfactory completion of work, the Consultant shall assemble the Project Documents to be delivered to the County. These documents will contain the following:
 - Construction inspection reports.
 - Progress photos.
 - Approved product data.
 - Close-out documents as listed above.
 - Testing program results.

VI. Construction Inspection Phase Services:

1. Provide full-time construction inspection services during the term of the construction period. For the purpose of estimating this proposal, assume 700 hours of construction inspection services. This phase will be paid on an hourly basis. Consultant shall submit a charge-out rate schedule that shall be reviewed and approved by the County and subsequently used as the basis for invoicing these services.
2. Observe the work in progress at a level that will be adequate to determine compliance with the requirements of the drawings and specifications or approved shop drawings.

3. Inspect all work for quality and conformance to the Contract Documents and advise the County and contractor(s) of necessary corrective work. The Consultant will prepare inspection reports for each day that Consultant is at the site. Inspection reports shall also include notation of contractor manpower, materials delivered, extent of work performed, new field conditions and any design modifications.
4. Maintain a clean set of drawings that illustrate the as-built conditions as the construction progresses.
5. Maintain a photo diary of the construction as it progresses.
6. Make a final inspection of the work with the County as a base to determine if the contract requirements have been fulfilled. List any variances between requirements and work installed.
7. Upon completion of the project, Consultant shall certify to the County, in writing, that the Work is complete and acceptable.
8. Determine the cause of, and responsibility for, any delays. Recommend appropriate remedial action to the County.
9. Notify the County relative to potential delays in construction and make recommendations to resolve issues contributing to delays.
10. Evaluate requests for extensions of time and make recommendations to the County.
11. Analyze and evaluate all claims for contract cost adjustment. Make recommendation to the County for resolution, approval or disapproval.

Services Provided by County:

1. The County will make available any drawings and surveys that exists for the site.

Project Schedule:

- Columbia County Public Works Committee recommends award of Professional Services Contract (PSC) March 28, 2012
- Columbia County Board of Supervisors approves PSC April 11, 2012
- PSC executed April 30, 2012
- Construction documents complete July 31, 2012

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Form of Proposal:

Prospective Consultants shall submit the cost for their proposals in the following format:

- Cost for Building Programming Services (**lump sum**)
- Cost for Design Services (**lump sum**)
- Cost for Bidding Services (**lump sum**)
- Cost for Construction Administration Services (**lump sum**)
- Cost for Construction Inspection Services (**hourly**)

Proposals shall also include the Consultant's qualifications, similar work experience, references, Standard Form 254/255, project schedule, and a listing and qualifications for all subconsultants that will be used.

Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the Consultant will bring to the project. The County reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of Columbia County. The successful Consultant will be expected to execute a Standard Form Contract with Columbia County and, provide Columbia County with a certificate of insurance naming Columbia County as an additional insured in accordance with the attached limits.

The selection process may or may not include formal interviews and will be based primarily upon the following criteria that are presented in no formal order:

- Cost
- Experience with work on similar municipal building renovations/rehabilitations;
- Familiarity with Columbia County;
- Staff and team experience;
- Experience with the design of geothermal heating systems for large municipal buildings;
- Experience with the design of solar powered electrical systems for large municipal buildings;
- Ability to service Columbia County;
- Demonstrated ability to maintain Design and Construction costs within established budgets.

COLUMBIA COUNTY CONTRACTOR INSURANCE REQUIREMENTS

The AGENCY / Contractor agrees to hold harmless and indemnify the County of Columbia and the Public Works Department of Columbia County, and the officers, agents, and employees of said County and the said Public Works Department, from and against all loss, damage, claims, demands, causes of action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the AGENCY and arising out of the AGENCY's performance of this Agreement. Additionally, the AGENCY agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the AGENCY or by its subcontractor. Before commencing work on behalf of the County of Columbia, the AGENCY shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

- a. Coverage shall not be canceled or reduced until (30) days written notice has been given to the county.
- b. Underwriters will have no rights of recovery or subrogation against the County of Columbia, it being the intention of the parties that the insurance policies so effected shall protect both parties.
- c. The insurance company(ies) issuing the policy(ies) shall have no recourse against the County of Columbia for payment of any premiums or for assessments under any form of the policy.
- d. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the AGENCY in the amount as indicated in such policies.

The coverage parts and amount of insurance required are as follows:

1. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate. Coverage shall include bodily injury, property damage, and blanket contractual liability. The County of Columbia and the Public Works Department shall be named as an additional named insured.
2. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the County of Columbia and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
3. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
4. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$3,000,000 annual aggregate. The County of Columbia and the Public Works Department shall be named additional insureds. (NOTE: in some cases this requirement of professional liability is not required. This decision is made on a case by case basis)

PROPOSED GARAGE SITE



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