

**Request for Proposals**  
**Renovation of the Ockawamick Building**  
**March 2009**

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**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:

*Renovation of the Ockawamick building, a ±77,000 sf. building owned by  
Columbia County and located on the North side of NYS Route 217 in the Town of  
Claverack.*

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 Thursday May 7, 2009 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 six 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, Renovation of Ockawamick Building”**.

A mandatory prebid meeting will be held 10:00 am on Thursday April 23, 2009 at the Ockawamick building located on NYS Route 217 and Tishauer Road in the Town of Claverack.

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**Background:**

Columbia County owns and operates buildings located in several municipalities throughout the County. Beginning in November 2008 the County evaluated all County buildings with the following mission in mind:

- *Identify the current and future Building and Facilities needs for Columbia County Departments;*
- *Utilize County buildings and properties to meet the current and future needs of the County;*
- *Develop configuration options for County Buildings and Departments;*
- *Leverage current and future Capital Building Projects to the best interest of Columbia County;*
- *Minimize capital and operating expenses for County facilities; and,*
- *Meet growing County Service needs.*

In March 2009 the County Board of Supervisors reached a consensus for which County departments / agencies will occupy the various County buildings. The purpose for this proposal is to solicit professional design services to assist the County with design of renovations to the Ockawamick building.

**Scope of Services:**

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

**I. Summary:**

The Ockawamick building was purchased by Columbia County in 2008 and is located along the north side of NYS Route 217 in the Town of Claverack. The building is purported to be ±77,000 sf and was constructed in or around 1951 with additions to the building constructed in or around 1956 and 1963.

This building was originally constructed for use as a public school building and was used as such until it was sold in 2000. After 2000 a portion of the building continued to be used for educational purposes for a short period of time. Other uses within the building included miscellaneous records storage. The building is currently vacant.

The County conducted a Phase I Environmental Site Assessment, a Phase II Environmental Site Assessment and a Traffic Impact Assessment Report prior to purchasing the property. Copies of the Phase II Environmental Site Assessment and Traffic Impact Assessment Report are included on the County's web site at [http://www.columbiacountyny.com/ock\\_project.html](http://www.columbiacountyny.com/ock_project.html).

The County Department's or associated agencies that have been identified to occupy the Ockawamick building are as follows:

<b>Ockawamick Building Proposed County Departments for Programming</b>		
Department	Approximate Area (sf)	No. of Employees (FTE) (estimated)
Department of Social Services	32,000 – 40,000	250
Office for the Aging	3,300	27
Office of the Aging Nutrition Center	3,200	Incl.
Planning / Tourism / Economic Development	1,500	5
Columbia County Economic Development Corp	500	2
Central Services (office space)	400	2
Central Services (supply storage)	750	Incl
Central Printing	300	1
Public Defender	3000	15
Department of Probation	4500	15
Youth Department	400	2
Veterans Office	750	1
Facilities Department (administration)	750	2
Reach Center	1000	3
County Historian	600	2
Department of Engineering	2000	4
Back-up 911	1500	4
Exercise Facility	1300	-
Conference Room(s) / Training Room(s)	3000	-
Short term and Archival Storage	2500	-
<b>Total (estimated)</b>	<b>63,250 – 71,250</b>	<b>335</b>

Several drawing sheets are available for the original 1951 building construction as well as the 1956 building addition and the 1963 building addition. All of these drawing sheets are available in microfilm format and can be examined by prospective bidders.

In addition to the existing floor area within the Ockawamick building, the successful consultant will also be responsible for designing a second floor above the existing gym and stage area of the building, estimated at  $\pm 7,000$  sf. for use as either professional office space or records storage.

This project will also include but not necessarily be limited to: the design of new electrical, plumbing and mechanical systems, telecommunications and data system, security system; engineering report to evaluate alternate HVAC systems including the use of geothermal; engineer's report to evaluate the use of solar panel energy; programming services to optimize use of the Ockawamick building; site plan services to include the layout and design of new parking lots, site lighting, landscaping and outdoor recreational walking trail, and rehabilitation of an existing tennis court and an existing basketball court; design of an announcement sign for the front yard of the building and an identification sign for the façade of the building; and development of a bid document to contract for professional moving services to move the County departments into the building after it has been renovated.

The project will also include the development of a separate public works contract for the remediation of asbestos containing material. The Phase II Environmental Site Assessment contains a comprehensive building survey which identifies the type and location of asbestos containing material (ACM) at the Ockawamick building. The consultant will work with the County to develop a plan to deal with ACM in the most cost effective way possible. This will include identifying ACM that can be encapsulated and remain in the building versus removed.

The project will also include the design of office space to accommodate the County's back-up 911 system. Currently the County's back-up 911 system is located at the County's 610 State Street building in the City of Hudson. The consultant will be responsible for designing facilities and office space needed to relocate all of the Back-up 911 equipment from the 610 State Street building, together with some new equipment, to the Ockawamick building. Specialty features will include, but are not necessarily limited to: an emergency generator (possibly the existing unit can be relocated), an uninterrupted power supply (possibly the existing unit can be relocated), a separate climate controlled room for telephone and computer equipment, possible need for a raised floor in the communications room, lay-out of work stations, telephone and computer lines in a number needed to support the Back-up 911 facilities and any other feature common to this type facility that would be needed for the Back-up 911 facility to perform as a self-sufficient component within the Ockawamick building,

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## II. 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 each department or agency scheduled to locate into the Ockawamick building to understand their needs and program the building space. The Departments / agencies identified in the Background section of this document represents the County's choice for the Ockawamick building at this time. As the building programming phase of this projects evolves decisions may be made which changes the make-up of the departments / agencies for the building. It shall be explicitly understood that there shall be no limit for the number of meetings with County departments / agencies, visits to the Ockawamick building or visits to existing County department work space 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 office space and building utilities but also for providing programming and design services for specialty features associated with: the Columbia County Nutrition Center scheduled to be located within this building; the Columbia County back-up 911 center scheduled to be located within this building; an indoor exercise facility scheduled to be located within this building; a geothermal HVAC system; a solar energy system for supplemental electricity and professional short term and archival records storage scheduled for within this building. Recommendations in regards to the programming of building space shall be made by the consultant with the final decisions by Columbia County.

Existing infrastructure, such as building drains, can be incorporated into the future renovation plans. However, any existing infrastructure proposed for reuse must be thoroughly investigated as to its integrity and compliance with the Residential Code of New York State, the Building Code of New York State, the Plumbing Code of New York State, the Mechanical Code of New York State, the Fuel Gas Code of New York State, the Fire Code of New York State, the Energy Conservation Construction Code of New York State and the Property Maintenance Code of New York State.

Building programming shall take into consideration a  $\pm 7,000$  sf. second floor constructed above the existing gym / stage area.

The existing on-site sewage disposal system and on-site well will be incorporated into the renovation plans. The consultant will be responsible for inspecting and thoroughly understanding the location, alignment and condition of all sanitary transmission lines and sanitary tanks, within and outside the building as part of the building programming phase of this project. The consultant will not be responsible for evaluating the condition of the existing on-site subsurface sanitary leach field. This investigation has previously been performed by the County. The consultant will also be responsible for evaluating the condition of the existing

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water line from the existing well to the building's mechanical room as to its age, materials of construction and condition.

This phase of the project shall also include the evaluation of a new HVAC system for the building. 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.

The successful consultant will be expected to prepare an engineer's report during the building programming phase to evaluate the options for heating and cooling the building. This will include but not necessarily be limited to:

- A geothermal system using an onsite well field;
- Roof top units with electric cooling / LP heating;
- Oil fired boilers with water source heat pumps;
- LP fired boilers with water source heat pumps; and,
- Roof top units with univents utilizing a boiler / chiller water based system;

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 will be responsible for preparing contract plans and specifications for the HVAC system which results from the above study inclusive of well fields, in the case of a geothermal system, and all electrical, mechanical, structural and plumbing components needed and necessary for a complete and workable system.

The successful consultant will be expected to prepare an engineer' report during the building programming phase to evaluate the use of a "utility interactive" (or Grid-tie) solar panel system. The solar powered system will be evaluated based upon its practicality for use at the site, recommended placement (roof mounted or ground mounted), the solar collector operation, energy flow and energy efficiency analysis, space requirements, ease of operation, installed cost and reimbursement incentives from NYS, NYSERDA and the Federal Government. The consultant will be responsible for the preparation of contract plans and specifications for the bidding and construction of the solar panel system if found appropriate.

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. Engineer's report to evaluate alternative HVAC systems for the building.
4. Engineer's report to evaluate the feasibility for producing electricity utilizing solar panels.
5. Application to NYSERDA and other state or federal agencies for rebate incentives associated with the development of this project.
6. 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, including the functional operation of the County Departments to be housed in the building as it relates to the employees and visitors ingressing / egressing the building.
7. Conduct a thorough evaluation of the membrane roofing system. Portions of the membrane roof do leak in isolated areas. The consultant will be responsible for identifying those areas together with the limits of roofing repair that are needed. One small portion of the roof is stone topped. The condition of this section of the roof needs to be similarly evaluated.
8. Coordinate a curb cut application on behalf of the County to the NYSDOT for ingress / egress to NYS Route 217 and the Town of Claverack for ingress / egress to Tishauer Road.
9. Lay-out in plan any reconfigurations of the existing parking lot that seems logical for the future use as a County office building and, lay-out any new parking lot(s) that may be needed to meet the parking needs for the site.
10. 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, CO<sub>2</sub> sensors for fresh air recirculation, etc.
11. Prepare concept drawings for the front and side elevations of the building depicting the new appearance of the building and proposed landscaping.

12. 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.
13. The consultant shall not proceed to the Design Services until the County has signed-off on the programming plans.

## **II. Design Services:**

The design shall include all services necessary to compile drawings and specifications for the renovation of the existing Ockawamick building to professional office space. The design will also include the design of specialty services including, but not limited to: the County's Back-up 911 center; the County's Nutrition Center; a geothermal heating / cooling system or as otherwise determined by the engineer's report prepared in the Programming phase of this project; a solar powered electrical system; new water distribution lines throughout the building; new windows; new security system including metal detector stations, interior and exterior surveillance cameras, and centralized DVR recording system; new plumbing fixtures; new electrical system; new telecommunications / data system; new parking lot w/ lighting and drainage; renovations to existing tennis and basketball courts; design of exterior walking trail; layout for interior workout room; renovations to the roof membrane and interior renovations as determined in the Programming phase of this project.

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 based upon the engineer's report prepared in the Programming phase of this project.
3. The design of the building renovations to include a solar panel system for supplemental electrical supply as decided by the engineer's study performed under the building programming phase of this project.
4. Water and sewer service will be from the existing on-site systems. 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, such as hydropneumatic pressure tank for the water system and sewage pumping stations for the sanitary collection system if needed.
5. Review all documentation available such as original drawings and specifications in order to coordinate the work that is proposed.
6. Perform field measurements where required to supplement information provided;
7. Coordinate the architectural and engineering design work with the Columbia County Department of Public Works.
8. All costs associated with verification of existing drawings and actual field conditions as needed together with all costs associated with supplementing such information.
9. 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.
10. Develop a contract package for the removal / remediation of asbestos containing material that may be needed for the renovation of the existing building as professional office space. All filings with NYS Department of Labor or notices otherwise required for this work shall be handled by the design engineer / architect. It is the intent of the County to proceed with this contract as a precursor to commencement of building renovation work for any of the four prime contracts.
11. The requirements for a health and safety plan (HASP) to safeguard workers during the renovation of the building with special consideration given to the disturbance of lead based paint and asbestos containing material must be included as a requirement of the General Contract. The consultant will be responsible for assuring the HASP which the General Contractor will prepare covers all NYSDOL and OSHA elements required.
12. Provide a bidding document for the procurement of moving services to move County departments to the Ockawamick building after renovations are complete.

13. Provide minutes of all meetings and reports of all reviews and comments.
14. 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.
15. Obtain a schedule of the State minimum prevailing wage rates for various classifications of labor employed on the Project.
16. Create all drawings on the latest version of AutoCAD and provide the County with a copy of the contract documents on CD.
17. 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.
18. 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.
19. 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
20. 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.
21. 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 five separate contract packages: General, Electrical, Mechanical, Plumbing and a special contract for the removal of asbestos containing materials.
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 1,500 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 for the original building construction that exists in microfilm format and site surveys that exist for the site.
2. A Phase II Environmental Site Assessment and a Traffic Impact Analysis for this project is located on the County's web site at [http://www.columbiacountyny.com/ock\\_project.html](http://www.columbiacountyny.com/ock_project.html).

**Project Schedule:**

Construction documents must be available for bidding no later than March 2010.

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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, w/ exception of design of solar power system (**lump sum**)
- Cost for Design Services, Solar Power System (**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.

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### **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 judgements 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)

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